

## CITY OF PALMERSTON

**Notice of Council Meeting  
To be held in Council Chambers  
Civic Plaza, Palmerston  
on Tuesday 3 October 2017 at 6.30pm**



Mark Spangler  
Chief Executive Officer

*Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to any item of business to be discussed at a Council meeting or a Committee meeting should declare that conflict of interest to enable Council to manage the conflict and resolve it in accordance with its obligations under the Local Government Act and its policies regarding the same.*

### Audio Disclaimer

An audio recording of this meeting is being made for minute taking purposes as authorised by City of Palmerston Policy MEE3 Recording of Meetings. The minutes of this Council Meeting will be made available on the Council Website.

### Acknowledgement of Traditional Ownership

*I respectfully acknowledge the past and present Traditional Custodians of this land on which we are meeting, the Larrakia people. It is a privilege to be standing on Larrakia country.*

#### 1 PRESENT

#### 2 APOLOGIES

#### 3 CONFIRMATION OF MINUTES

##### RECOMMENDATION

1. THAT the minutes of the Council Meeting held Tuesday, 19 September 2017 pages 9411 to 9416, be confirmed.
2. THAT the Confidential minutes of the Council Meeting held Tuesday, 19 September 2017 page 338 be confirmed.

#### 4 OFFICIAL MANAGER REPORT

#### 5 REPORT OF DELEGATES

#### 6 QUESTIONS (WITHOUT DEBATE) FOR WHICH NOTICE HAS BEEN GIVEN

#### 7 QUESTIONS (WITHOUT DEBATE) FOR WHICH NOTICE HAS NOT BEEN GIVEN

#### 8 PETITIONS

## 9 DEPUTATIONS / PRESENTATIONS

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## 10 CONSIDERATION OF MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

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## 11 COMMITTEE RECOMMENDATIONS

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### 11.1 Governance and Organisation

Nil

### 11.2 Economic Development and Infrastructure

Nil

### 11.3 Community Culture and Environment

Nil

## 12 INFORMATION AGENDA

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### 12.1 Items for Exclusion

### 12.2 Receipt of Information Reports

#### RECOMMENDATION

THAT the Information Items contained within the Information Agenda, be received.

### 12.3 Officer Reports

12.3.1	Action Report	8/1309
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## 13 DEBATE AGENDA

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### 13.1 Officer Reports

13.1.1	Liquor Licence Application - The Coffee Club Gateway Shopping Centre, Shop T29, Yarrowonga Road, Palmerston	8/1311
13.1.2	Liquor Licence Application - Liquorland, Oasis Shopping Centre, Lot 1219 (15) Temple Terrace, Palmerston City	8/1312
13.1.3	Zuccoli Aspire Sub-Stage 3 and Precinct C Revised Street Names Proposal	8/1313
13.1.4	Zuccoli Stage 1 - Phase 3.3, 3.4 and 3.5 Street Name Proposals	8/1314
13.1.5	Guidelines for the development of stormwater treatment lakes	8/1315
13.1.6	The Boulevard Stage 2 Bus Stops	8/1316
13.1.7	Palmerston Cricket Club Rate Concession	8/1318
13.1.8	Palmerston Pistol Club Rate Concession	8/1319

13.1.9	TS2017/11 – Landscape Maintenance Area 1 – Durack and Marlow Lagoon	8/1320
13.1.10	TS2017/12 – Landscape Maintenance Area 2 – Bakewell, Farrar, Gunn and Yarrawonga	8/1321
13.1.11	TS2017/13 – Landscape Maintenance Area 3 – Driver, Gray, Moulden and Woodroffe	8/1322
13.1.12	TS2017/14 – Landscape Maintenance Area 4 – Rosebery, Bellamack, Johnston and Zuccoli	8/1323
13.1.13	TS2017/07 – Electrical Maintenance Contract	8/1324

## 14 CORRESPONDENCE

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## 15 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

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## 16 PUBLIC QUESTION TIME

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At the invitation of the Chair.

## 17 OTHER BUSINESS – ALDERMAN REPORTS

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*By-law 14(8) provides that the Chairman must not accept a motion without notice if the effect of the motion would, if carried, be to incur expenditure in excess of \$1,000 unless:*

- a) the motion relates to the subject matter of a committee's or sub committee's recommendations (as the case may be, or an officer's report that is listed for consideration on the business paper; or*
- b) the matter is urgent.*

## 18 CONFIDENTIAL REPORTS

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### 18.1 Confidential Action Report 8/1310

#### RECOMMENDATION

1. THAT pursuant to Section 65 of the Local Government Act, Council orders that the public be excluded from the meeting with the exception of the Chief Executive Officer, Acting Director of Technical Services, Director of Community Services, Investigator and Minute Secretary on the basis that Council considers it necessary and appropriate to act in a manner closed to the public in order to receive, discuss and consider the report in relation to confidential agenda item 18.1 Confidential Action Report and that Council is satisfied that the meeting should be conducted in a place open to the public is outweighed in relation to the matter because receiving, considering and discussing the report and associated documentation involves:

- (e) information provided to the council on condition that it be kept confidential.

This item is considered confidential pursuant to Regulation 8 (e) of the Local Government (Administration) Regulations.

2. THAT Council orders that the report from the Confidential Council Meeting held on 3 October 2017 in relation to item number 18.1 Confidential Action Report remain confidential and not available for public inspection.

**RECOMMENDATION**

1. THAT pursuant to Section 65 of the Local Government Act, Council orders that the public be excluded from the meeting with the exception of the Chief Executive Officer, Acting Director of Technical Services, Director of Community Services, Investigator and Minute Secretary on the basis that Council considers it necessary and appropriate to act in a manner closed to the public in order to receive, discuss and consider the report in relation to confidential agenda item 18.2 Financial Hardship Application – 105130 and that Council is satisfied that the meeting should be conducted in a place open to the public is outweighed in relation to the matter because receiving, considering and discussing the report and associated documentation involves:

(b) information about the personal circumstances of a resident or ratepayer;

This item is considered confidential pursuant to Regulation 8 (b) of the Local Government (Administration) Regulations.

2. THAT Council orders that the report from the Confidential Council Meeting held on 3 October 2017 in relation to item number 18.2 Financial Hardship Application –105130 the report and associated documents remain confidential and not available for public inspection for a period of 12 months from the date of this meeting or a lesser period as determined by the Chief Executive Officer.

**RECOMMENDATION**

1. THAT pursuant to Section 65 of the Local Government Act, Council orders that the public be excluded from the meeting with the exception of the Chief Executive Officer, Acting Director of Technical Services, Director of Community Services, Investigator and Minute Secretary on the basis that Council considers it necessary and appropriate to act in a manner closed to the public in order to receive, discuss and consider the report in relation to confidential agenda item 18.3 Lease 58 Georgina Crescent, Yarrawonga and that Council is satisfied that the meeting should be conducted in a place open to the public is outweighed in relation to the matter because receiving, considering and discussing the report and associated documentation involves:

(e) information provided to the council on condition that it be kept confidential.

This item is considered confidential pursuant to Regulation 8 (e) of the Local Government (Administration) Regulations.

2. THAT Council orders that the report from the Confidential Council Meeting held on 3 October 2017 in relation to item number 18.3 Lease 58 Georgina Crescent, Yarrawonga the report and associated documents remain confidential and not available for public inspection for a period of 6 months from the date of this meeting or a lesser period as determined by the Chief Executive Officer.



**ITEM NUMBER:** 12.3.1 Action Report

**FROM:** Chief Executive Officer

**REPORT NUMBER:** 8/1309

**MEETING DATE:** 3 October 2017

## Municipal Plan:

### 4. Governance & Organisation

#### 4.3 People

We value our people, and the culture of our organisation. We are committed to continuous improvement and innovation whilst seeking to reduce the costs of Council services through increased efficiency

## Summary:

This report outlines individual action items outstanding from previous Council Meetings. Council is asked to receive this report.

## RECOMMENDATION

THAT Council receives Report Number 8/1309.

## General:

Dec #	Task Date	Owner	Matter	Action	Update
8/0949	18/02/2014	DTS	Car Parking Contribution Plan Update	Matter on the table	No further update available
8/1666		DTS	The Heights Durack Eastern Collector Road	Mayor and CEO to be delegated the ability to apply Council's seal and to sign all documents for the establishment of a road access easement on Lot 11504, 80 University Avenue, Durack.	Awaiting construction and transfer documents from developer. No further action required from Council

8/2225	06/09/2016	DCOMM	Thai Temple and NT Thai Association	Council are to further consider the request by Thai Temple and NT Thai Association for land following the completion of the land use plan for Marlow Lagoon and adjoining Crown Land.	The NT Thai Association Inc presented to Council on 18 April 2017. Association have been advised that further negotiations are linked to the outcomes of the Council Land Use Plan. Due to Staff changes Council seeking consultants to prepare plan. The development of the Land Use plan will be due after 1 <sup>st</sup> budget review. Meeting with NT Thai Assoc, Official Manager and DCOMM was held 27 July 2017. Further meeting to be held 28 September 2017
8/2330	15/11/2016	DTS	Durack Seepage Water Capture	Council to undertake the design and documentation of a low flow capture system in Durack.	Waiting on outcome of Bellamack supply to Zuccoli.
8/1268	13/12/2016	DTS	Palmerston Animal Management Reference Group Meeting 24 November 2016	Staff to assess environment grants that may be available for information signage related to the effects of feeding native animals.	Grant has been submitted, waiting on approval from the EPA.
8/2368	13/12/2016	DCORP	Service Review of Communications and Marketing	Council to undertake a service review of its communications and marketing.	This review will be completed in the second half of 2017.
8/2428	17/01/2017	DTS	Additional Driveway Access to Lot 3968 (38) Gunter Circuit, Woodroffe	Council to prepare a 'driveway policy' that sets the requirements and assessment standards for considering second driveway applications.	Expected draft policy in October.
8/2470	21/02/2017	DTS	Proposal for Developing Water Sensitive Urban Design (WSUD) Guidelines	Council resolves to develop Water Sensitive Urban Design (WSUD) Guidelines for the City of Palmerston.	Further discussions with Consultant, Draft guidelines in development.

8/2655	16/05/2017	DCORP	Risk Management and Audit Committee Meeting	Staff to provide a report to the Governance and Organisation Committee on the establishment of financial sustainability ratios for the municipal plan and how they are reported in the monthly financial report.	A report to the GOC with regards to the establishment of financial sustainability ratios and proposed targets will be brought to the next meeting.
8/2663	16/05/2017	DCOMM	Queen's Baton Relay	Council to host a Commonwealth Games 2018 Queens Baton Relay community celebration event in Goyder Square on Friday 2 March 2018.	Council have received Community Planning Guide from GOLDOC and have begun work on Management Plans for: traffic, risk, support services and security and emergency. Successful Baton Bearers announcement will be made in October.
8/2666	16/05/2017	DTS	Closure of a Portion of Miller Court Road Reserve	The Mayor and CEO to seek consent from the Ministers administering the Local Government Act and Control of Roads Act, per section 187 of Local Government Act.	Approval received from the Minister, report to be presented to Council in October.
8/2677	16/05/2017	DCORP	Condition Audit on Street Lighting Assets	<b>(RECOMMENDATION ONLY RELEASED FROM CONFIDENTIAL)</b> THAT Council carry out a condition audit on street lighting assets being transferred to Council on 1 January 2018.	Progressing with Audit of street light assets.
8/2739	20/06/2017	DTS	City Centre Parking Policy Changes	NT Police to be notified that Council appreciates their need for specific allocated bays but believes that the current policy and arrangement directly in front of the Palmerston Station and the adjoining parking area satisfies their needs. Council notes that overflow police vehicles can park for free in Zone A bays and 15 minute bays are available free of charge within close proximity to the station.	Meeting held between CoP & NT Police. No alterations to existing parking arrangements intended in the Station area.  Completed
8/2773	04/07/2017	DTS	Marlow Lagoon Land Use Plan	CEO to seek fee proposals to develop Land Use Plan and be referred to the first quarter budget review in 2017/2018	EOI sent to Consultants, closure date for EOI is 29 <sup>th</sup> September.

8/2776	04/07/2017	CEO	Expressions of Interest – CEO Performance Appraisal Contract	Matter lay on the table	
8/2790	18/07/2017	DTS	Proposed Permanent Closure of a Section of the Wallaby Holtze Road Reserve	<ul style="list-style-type: none"> <li>- The Mayor to write to the Minister responsible for the administration of the Local Government Act seeking the consent of the Minister to the road closure of the unmade section of Wallaby Holtze Road (between the Stuart Highway and the intersection with Yarrowonga Road) in Yarrowonga north.</li> <li>- Mayor and CEO be authorised to sign and seal documentation to permanently close the unmade section of Wallaby Holtze Road (between the Stuart Highway and the intersection with Yarrowonga Road) in Yarrowonga north after receiving written consent for the closure from the Minister.</li> </ul>	Letter has been sent to the Minister. Awaiting a response.
8/2791	18/07/2017	DTS	Closure of Durack Drive, Archer	<ul style="list-style-type: none"> <li>- The Mayor to write to the Minister responsible for the administration of the <i>Local Government Act</i> seeking the consent of the Minister to the road closure.</li> <li>- Mayor and CEO be authorised to sign and seal documentation to permanently close Durack Drive, Archer after receiving written consent for the closure from the Minister.</li> </ul>	Awaiting Minister's approval.
8/2814	25/07/2017	DCORP	Rating Strategy	An independent review of Council's Rating Strategy be commissioned to inform a review of FIN25 Rating Policy to be undertaken during the 2017/2018 financial year.	Underway.
8/2855	15/08/2017	DTS	Farrar Boulevard and Zuccoli Parade Proposed Handover	Staff prepare a report for the next Council meeting on the status of the proposed handover of Farrar Boulevard and Zuccoli Parade from the NT Government to the City of Palmerston.	Completed

8/2868	5/09/2017	DCOMM	City of Palmerston Community Satisfaction Survey	The results of the Community Satisfaction Survey for 2016/2017 be incorporated into Council's Annual Report.	Results will be incorporated into 2016/2017 Annual Report and presented to Council meeting 17 October 2017.
8/2883	19/09/2017	DTS	TS2017/06 – Yarrowonga & Wallaby Holtze Road Upgrade	Mayor and CEO are granted consent to sign and seal all required contract documentation for the contract TS2017/06 – Yarrowonga & Wallaby Holtze Road Upgrade.	Completed
8/2885	19/09/2017	CEO	Leasing of Council Property	Policy AD04 – Lease of Council Property, Attachment A to Report Number 8/1305 be adopted by Council, subject to Clause 4.1.1.1 being amended to read "... a minimum of three weeks" not a minimum of two weeks.	Completed

**Recommending Officer:** Mark Spangler, Chief Executive Officer

Any queries on this report may be directed to Mark Spangler, Chief Executive Officer on telephone (08) 8935 9922 or email [palmerston@palmerston.nt.gov.au](mailto:palmerston@palmerston.nt.gov.au)

**ITEM NUMBER:** 13.1.1 Liquor Licence Application – The Coffee Club Gateway Shopping Centre, Shop T29, Yarrawonga Road, Palmerston

**FROM:** Acting Director of Technical Services

**REPORT NUMBER:** 8/1311

**MEETING DATE:** 3 October 2017

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**Municipal Plan:**

2. Economic Development

2.3 City Planning

2.3 We are committed to effective and responsible city planning which balances and meets both residential and commercial needs in our community

3. Environment & Infrastructure

3.2 Assets and Infrastructure

3.2 We are committed to maintaining and developing community assets and infrastructure which meet the needs of our community

**Summary:**

This report outlines issues to be considered by Council in regard to the liquor licence application lodged for The Coffee Club situated at the Gateway Shopping Centre, Shop T29, Yarrawonga Road, Palmerston.

**RECOMMENDATION**

1. THAT Council receives Report Number 8/1311.
2. THAT Council endorses Attachment A to Report Number 8/1311.

**Background:**

This application covers The Coffee Club restaurant within the new Gateway Shopping Centre. The proposal is for liquor consumption on premises (with no takeaway sales). The Coffee Club offers a table service restaurant where the meals, snacks and drinks are delivered to the table for consumption. The type of liquor to be served would include a selection of wine, beer, cider and spirits. Although opening hours are from 7:00am to 9:00pm Monday to Sunday, the application request only is for licensed sales from 10:00am.

**General:**

Section 47F (2) of the Liquor Act indicates that “an objection may only be made on the ground that the grant of the licence may or will adversely affect:

- (a) the amenity of the neighbourhood where the premises the subject of the application are or will be located; or
- (b) health, education, public safety or social conditions in the community.”

It is considered that the proposed conditions of the licence clearly indicate the intent for the premises to operate as a restaurant. There are and will be other restaurant/tavern ventures in the same complex with hours in excess of those proposed for the subject business and which allow the takeaway service of alcohol. A review of other restaurants in Palmerston indicates that the proposal is in line with the approved licences for these restaurants.

#### Assessment of merit of proposal

There are no expectations that the subject proposal will result in any negative changes to the amenity of the neighbourhood or the health, education, public safety or social conditions in the community. As a result of the subject proposal that is similar in nature to other approved restaurant premises within the municipality, and as such, no objection is raised.

#### **Financial Implications:**

There are no financial implications for Council as a result of this proposal.

#### **Legislation/Policy:**

There are no legislation or policy implications for Council as a result of this proposal.

**Recommending Officer:** Malcolm Jones, Acting Director of Technical Services

Any queries on this report may be directed to Malcolm Jones, Acting Director of Technical Services on telephone (08) 8935 9958 or email [malcolm.jones@palmerston.nt.gov.au](mailto:malcolm.jones@palmerston.nt.gov.au).

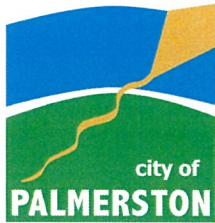
#### **Schedule of Attachments:**

Attachment A: Council's letter of comment for a liquor licence application for The Coffee Club Gateway Palmerston, Shop T29, Gateway Shopping Centre Lot 7765 (5) Yarrawonga Road, Yarrawonga

Attachment B: Liquor Licence Application.







Telephone  
(08) 8935 9922

Facsimile  
(08) 8935 9900

Email  
[palmerston@palmerston.nt.gov.au](mailto:palmerston@palmerston.nt.gov.au)

Civic Plaza  
1 Chung Wah Terrace

[www.palmerston.nt.gov.au](http://www.palmerston.nt.gov.au)

## Attachment A

Please include the following reference in all correspondence

ID: \*MJ:ws\* 22/09/2017 - P14256

22/09/2017

Ashley Brown  
Licensing NT  
Department of Attorney-General and Justice  
GPO Box 1154  
DARWIN NT 0801

Dear Ashley

Liquor Licence  
Coffee Club Gateway Palmerston  
Shop T29, Gateway Shopping Centre  
Lot 7765 (5) Yarrowonga Road, Yarrowonga

Thank you for the Liquor Licence Application referred to this office on 18 August 2017, concerning Lot 7765 (5) Yarrowonga Road, Yarrowonga. This letter will be placed before Council at its next meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council **does not object** to the granting of a liquor license.

If you require any further discussion in relation to this application please feel free to contact me on 8935 9922.

Yours sincerely

Malcolm Jones  
A/Director of Technical Services

Please address all  
correspondence to  
Chief Executive Officer  
PO Box 1  
Palmerston NT 0831  
ABN 42 050 176 900



**Licensing NT**

3<sup>rd</sup> Floor NAB Building  
71 Smith Street  
Darwin NT 0800

**Postal Address**

GPO Box 1154  
DARWIN NT 0801

T 08 8999 1800

F 08 8999 1888

E

[AGD.LRASComplianceDWN@nt.gov.au](mailto:AGD.LRASComplianceDWN@nt.gov.au)

File Ref: TRM No.

Senior Planner  
Palmerston City Council  
First Floor, 2 Chung Wah Terrace  
PALMERSTON NT 0830

[palmerston@palmerston.nt.gov.au](mailto:palmerston@palmerston.nt.gov.au)

Dear Sir/Madam

***Re: Application for a new liquor licence – The Coffee Club Gateway***

Pursuant to section 26 of the *Liquor Act* (the Act), KKCoffee Pty Ltd, has applied to the Director-General for the grant of a “Restaurant” Authority, Liquor Licence for premises situated at Gateway Shipping Centre, Shop T29, Yarrowonga Road, Palmerston, NT 0830.

The complex is currently underconstruction and is due for completion on 22 September 2017.

Can you please provide any comments you might have in relation to the application taking into account the Objects of the *Liquor Act* (the Act) as defined in Section 3 of the Act. Your comments should relate to matters the Director-General must consider when assessing an application, as detailed in Sections 3, 6 and 28 of the Act.

If you wish to lodge an objection to the application, or to any part of the application, you must comply with Section 47F of the *Liquor Act* and supply such objection within 30 days of the second posting of the public advertising. The closing date of objections is the 29 September 2017. If for some reason your objection cannot be supplied by the closing date, please make an application for an extension of time prior to the closing date.

Attached for your information is a copy of the applicants Business Plan, response to Public Interest Criteria, site plan and public advertisement. A copy of Sections 3, 6, 28 and 47F of the Act are attached for information.

Your comments or objection, if any, should be received no later than the 29 September 2017

If you require any further information in relation to this application, please contact Licensing Officer Ashley Brown on telephone 8999 7827 or via email [AGD.LRASComplianceDWN@nt.gov.au](mailto:AGD.LRASComplianceDWN@nt.gov.au)

Yours sincerely

**Ashley Brown**

Senior Liquor, Gaming & Racing Licensing Officer  
18/08/2017

### 3 Objects

- (1) The primary object of this Act is to regulate the sale, provision, promotion and consumption of liquor:
  - (a) so as to minimise the harm associated with the consumption of liquor; and
  - (b) in a way that takes into account the public interest in the sale, provision, promotion and consumption of liquor.
- (2) The further objects of this Act are:
  - (a) to protect and enhance community amenity, social harmony and wellbeing through the responsible sale, provision, promotion and consumption of liquor;
  - (b) to regulate the sale of liquor in a way that contributes to the responsible development of the liquor and associated industries in the Territory; and
  - (c) to facilitate a diversity of licensed premises and associated services for the benefit of the community.
- (3) A person exercising a power or performing a function under this Act must have regard to the objects of this Act and must exercise the power and perform the function in a way that is consistent with those objects.

### 6 Public interest criteria in respect of licence or licensed premises

- (1) When a person (a **decision maker**) has regard to the objects of this Act in:
  - (a) considering or determining an application under this Act in respect of a licence or licensed premises; or
  - (b) determining the conditions of a licence,

the decision maker must, when taking into account the public interest in the sale, provision, promotion and consumption of liquor, consider any of the criteria specified in subsection (2) that are relevant to the application or conditions.
- (2) For subsection (1), the criteria are the following:
  - (a) harm or ill-health caused to people, or a group of people, by the consumption of liquor is to be minimised;
  - (b) liquor is to be sold, or sold and consumed, on licensed premises in a responsible manner;
  - (c) public order and safety must not to be jeopardised, particularly where circumstances or events are expected to attract large numbers of persons to licensed premises or an area adjacent to those premises;

- (d) the safety, health and welfare of persons who use licensed premises must not be put at risk;
  - (e) noise emanations from licensed premises must not be excessive;
  - (f) business conducted at licensed premises must not cause undue offence, annoyance, disturbance or inconvenience to persons who reside or work in the neighbourhood of the premises or who are making their way to or from, or using the services of, a place of public worship, hospital or school;
  - (g) a licensee must comply with provisions of this Act and any other law in force in the Territory which regulate in any manner the sale or consumption of liquor or the location, construction or facilities of licensed premises, including:
    - (i) by-laws made under the *Local Government Act*; and
    - (ii) provisions of or under the *Planning Act*;
  - (h) each person involved in the business conducted at licensed premises must receive suitable training relevant to the person's role in the conduct of the business;
  - (i) the use of credit in the sale of liquor must be controlled;
  - (j) practices which encourage irresponsible drinking must be prohibited;
  - (k) it may be necessary or desirable to limit any of the following:
    - (i) the kinds of liquor that may be sold;
    - (ii) the manner in which liquor may be sold;
    - (iii) the containers, or number or types of containers, in which liquor may be sold;
    - (iv) the days on which and the times at which liquor may be sold;
  - (l) it may be necessary or desirable to prohibit persons or limit the number of persons who may be on licensed premises, on any particular part of licensed premises or in an adjacent area subject to the control of the licensee;
  - (m) it may be necessary or desirable to prohibit or limit the entertainment, or the kind of entertainment, which may be provided on licensed premises or in an adjacent area under the control of the licensee;
  - (n) it may be necessary or desirable to prohibit or limit promotional activities in which drinks are offered free or at reduced prices.
- (3) Also, the decision maker must consider:
- (a) any other matter the decision maker believes is relevant to the public interest in the sale, provision, promotion and consumption of liquor in respect of the

application or conditions under consideration; and

- (b) any information or matter contained in an application, or otherwise provided or raised by the applicant, which is relevant to the public interest in the sale, provision, promotion and consumption of liquor.

## **28 Assessment of applications**

- (2) The Director-General must consider an application for a licence, the accompanying affidavit made under section 26A and the results of investigations conducted in relation to the application and make an assessment of the following matters:
  - (a) the suitability of the premises in respect of which the application is made, having regard to any law of the Territory which regulates in any manner the sale or consumption of liquor or the location, construction or facilities of premises which are used for that purpose;
  - (b) if the applicant is a natural person – the financial stability, general reputation and character of the applicant;
  - (c) if the applicant is a body corporate – the business reputation and financial stability of the body corporate and the general reputation and character of the secretary and executive officers of the body corporate;
  - (d) if the applicant is a federation of clubs – the business reputation and financial stability of each constituent club and the general reputation and character of the secretary and executive officers of each constituent club;
  - (e) whether the applicant is a fit and proper person to hold a licence;
  - (f) if a person is referred to in the affidavit under section 26A – whether that person is a fit and proper person to be an associate of a licensee;
  - (g) if the Director-General considers it appropriate – whether any other associate of the applicant is a fit and proper person to be an associate of a licensee;
  - (h) if the applicant has nominated a person under section 25(2) to be its manager – whether that person is a fit and proper person to be the manager.
- (3) In assessing whether an applicant is a fit and proper person to hold a licence, the Director-General must have regard to any matters prescribed by the Regulations relevant to that assessment.
- (3A) If an objection to the application is lodged under section 47F, the Director-General must comply with section 47G before making a decision on the application.
- (3B) In considering the application, the Director-General must consider:
  - (a) any objection to the application made under section 47F; and

- (b) any reply provided by the applicant under section 47G.
- (4) The Director-General may require an applicant, a nominee manager of the applicant or an associate of the applicant to provide the Director-General with the additional information or material that the Director-General considers necessary to make a proper assessment of the application.

#### **47F Person may object to certain applications**


- (1) Subject to this section, a person, organisation or group may make an objection to the following applications:
  - (a) an application for the grant of a licence under section 27;
  - (b) an application for a variation of the conditions of a licence, notice of which is required to be published under section 32A(2);
  - (c) an application for the substitution of other premises for the premises specified in a licence under section 46A;
  - (d) an application for approval to make a material alteration to licensed premises, notice of which is required to be published under section 119(3).
- (2) The objection may only be made on the ground that the grant of the licence, variation of conditions, substitution of other premises or material alteration may or will adversely affect:
  - (a) the amenity of the neighbourhood where the premises the subject of the application are or will be located; or
  - (b) health, education, public safety or social conditions in the community.
- (3) Only the following persons, organisations or groups may make an objection under subsection (1):
  - (a) a person residing or working in the neighbourhood where the premises the subject of the application are or will be located;
  - (b) a person holding an estate in fee simple in land, or a lease over land, in the neighbourhood where the premises the subject of the application are or will be located;
  - (c) a member or employee of the Police Force acting in that capacity;
  - (d) a member or employee of the Fire and Rescue Service within the meaning of the Fire and Emergency Act acting in that capacity;
  - (e) an Agency or public authority that performs functions relating to public amenities, including health, education and public safety;
  - (f) a community-based organisation or group (for example, a local action group or a charity).

- (4) An objection under subsection (1) is to:
- (a) be in writing; and
  - (b) be signed by or on behalf of the person, organisation or group making the objection; and
  - (c) set out the facts relied on by the person, organisation or group to constitute the ground on which the objection is made; and
  - (d) be lodged with the Director-General within 30 days after the publication of the notice or the last of the notices referred to in section 27, 32A, 46A or 119 (as applicable).
- (5) If an objection is lodged by post, the objection is taken to be duly lodged with the Director-General if it is delivered to an office of Australia Post for transmission to the office of the Director-General within the period referred to in subsection (4)(d).

# Application for the Grant of a Liquor Licence

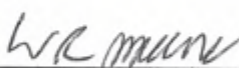
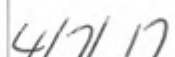
## Liquor Act

Application for the Grant of a Liquor Licence			
<b>1. Application details</b>			
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>		
Full name of applicant			
Address of applicant			
Postal address of applicant			
Telephone		Facsimile	
Email		Website	
Full name and address of Nominee <i>(if applicable)</i>			
Address/location of proposed licensed premises			
Trading name of proposed licenced premises			
Nature of business associated with licence applied for <i>(e.g. supermarket, hotel, etc.)</i>			
Type of licence applied for:			
1. For consumption on premises	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2. For consumption away from premises	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3. For consumption on and away from premises	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Proposed conditions sought or volunteered by the Licensee			
Will any other person or entity have a financial interest in the business? If so, provide details:			

<b>Application for the Grant of a Liquor Licence</b>			
Is applicant or any member of the applicant directly or indirectly interested in or concerned with any other licence? If so, provide details:			
Yes. The Coffee Club Cafe Redcliffe, Qld Commercial Other - Subsidiary on Premises Licence No 173758			
Have any of the applicants <i>(including directors of companies or committee members of club)</i> ever been arrested, charged or summonsed for an offence <i>(exclude spent convictions)</i> ? If so, provide details:			
N/A			
Have any of the applicants <i>(including directors of companies or committee members of club)</i> ever been a defendant in a civil lawsuit for breach of duty of care? If so, provide details:			
N/A			
Have any of the applicants <i>(including directors of companies or committee members of club)</i> ever been the subject of any action pursuant to the provisions of bankruptcy legislation? If so, provide details:			
N/A			
I/We the applicant(s) described above, hereby apply for the grant of the above licence.			
Signature of applicant(s)		Date	18/5/17
Signature of applicant(s)		Date	
Signature of applicant(s)		Date	



Application for the Grant of a Liquor Licence					
<b>2. For office use only</b>					
File number		Date received			
<b>3. Application by a Body Corporate to appoint manager/nominee</b>					
Full name of applicant					
Trading name of premises					
Address/location of premises					
<b>4. Nominated persons details</b>					
Full Name and any alias(es) of proposed manager/nominee					
Date of birth		Place of birth			
Address					
Occupation					
Phone		Facsimile			
Mobile		Email			
Length of time in the Northern Territory		Period of residence in Australia			
If naturalised, can papers be produced?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
What is your marital status? <i>(including defacto)</i>					
Name of Spouse <i>(including defacto)</i>					
Occupation of spouse/defacto					
If licence granted, does proposed manager/nominee intend to follow another trade or profession?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has proposed manager/nominee had experience in the conduct of licensed premises?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, provide details					
Will the proposed manager/nominee have a financial interest in the business?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the proposed manager/nominee directly or indirectly interested in or concerned with any other licence?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes provide details					

<b>Application for the Grant of a Liquor Licence</b>			
Has the proposed manager/nominee ever been arrested, charged or summonsed for an offence anywhere ( <i>exclude spent convictions</i> )? If so, provide details:			
N/A			
Has the proposed manager/nominee ever been convicted of any offence anywhere ( <i>exclude spent convictions</i> )? If so, provide details:			
N/A			
Has the proposed Manager/Nominee ever been a party in a civil lawsuit ( <i>exclude spent convictions</i> )? If so, provide details:			
N/A			
Has the proposed manager/nominee ever been dismissed / discharged or asked to resign from any employment? If so, provide details			
N/A			
Has the proposed manager/nominee completed a Responsible Service of Alcohol Course? If yes, attach relevant certificate.			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Please provide one personal profile / resume detailing a minimum of last 10 years work history and four (4) written references to be made up of two (2) business references and two (2) personal references. These are to be attached with this application.			
Signature of proposed manager/nominee		Date	

Application for the Grant of a Liquor Licence			
<b>5. Statement of display</b>			
To be completed after the expiry of the 30 day display period of the public notice ( <i>Green Sign</i> ) erected at a prominent part of the proposed premises to be licensed.			
I, ( <i>insert full name</i> )			
of ( <i>insert address</i> )			
In the Northern Territory, being the applicant or acting for and behalf of the applicant, who has applied for the grant/variation of a licence for the premises known or to be known as ( <i>insert name of premises</i> )			
And situated at ( <i>insert address of premises</i> )			
State that:			
1.The above application was lodged with the Director-General of Licensing on the			
	day of		20
2. A public notice ( <i>Green Sign</i> ) was displayed on the premises or site to which the application relates on the			
	day of		20
3.The public notice was continuously and conspicuously displayed during the period of 30 days until			
	day of		20
Signature		Date	
Full name ( <i>in block letters</i> )			

Application for the Grant of a Liquor Licence		
<b>6. Notice In Accordance with the <i>Information Act</i> (Information Privacy Principle 1)</b>		
<p>Licensing NT is seeking information from you for the purposes of your application. Information Privacy Principle 1 (IPP 1) requires that a public sector organisation must not collect personal information unless the information is necessary for one or more of its functions or activities. If personal information about an individual is collected from the individual, the organisation must take reasonable steps to ensure that the individual is aware of certain matters. For the purposes of IPP 1, the following advice is provided.</p> <ul style="list-style-type: none"> <li>a) You are able to access your personal information that you have provided by making a written request to the Director-General of Licensing.</li> <li>b) The information is required pursuant to the <i>Liquor Act</i>. The Act requires that certain matters must be considered when deciding whether or not to approve an application.</li> <li>c) The information will be kept confidential except as follows: <ul style="list-style-type: none"> <li>i. Information may be sought from police, government agencies, interstate licensing authorities, or referees or other persons nominated by you. Information may be released to those sources to the extent necessary to verify information about you and your application.</li> <li>ii. Registers of licences and permits will be maintained and may be made available to the public on request.</li> </ul> </li> <li>d) You do not have to provide information if you do not wish to do so. However, an application may not be approved if there is insufficient information to properly determine the matter in accordance with the Act.</li> </ul>		
<b>7. Application notes</b>		
1.	Applicants should note that the grant of a licence will not be considered by the Director-General of Licensing unless all of the requirements set out in this application form and as may be additionally advised by the Director-General has been satisfied. The list below is intended as a basic guide only. The Director-General may require additional information at any stage of the process.	
2.	Applicants are entitled to apply for an “in principle” liquor licence in limited circumstances where for example the premises that is to be licensed is under construction. In such circumstances the licensing inspector responsible for your application will determine what of the listed requirements must be submitted before your application will be considered.	
3.	These application notes and the checklists within are to be submitted with the application.	
4.	The following are documents that must be lodged with the application:	
a)	Completed application form	Yes <input type="checkbox"/>
b)	Payment of the liquor licence application statutory fee*	Yes <input type="checkbox"/>
c)	Affidavit referred to in Section 26A of the <i>Liquor Act</i> . The affidavit must be in the form of a statutory declaration. Licensing inspectors are available to offer assistance should it be required.	Yes <input type="checkbox"/>
d)	Site and floor plans ( <i>drawn in accordance with the attached approved guidelines.</i> )	Yes <input type="checkbox"/>
e)	Proof of title, lease or right to occupy the premises. ( <i>Note: if an applicant seeks to provide a copy of a contract for the sale of land or a lease of the relevant premises such documentation <b>must</b> be legally executed.</i> )	Yes <input type="checkbox"/>
f)	Photocopies of relevant identification of applicants and nominated managers, which may be current driver's licence, passport or birth certificate extract.	Yes <input type="checkbox"/>

Application for the Grant of a Liquor Licence		
g)	<p>Proof that the applicant(s) have undertaken a fingerprint check and have submitted an authority to release criminal history to the Northern Territory Police, with return address of the fingerprint check noted as:</p> <p style="margin-left: 40px;">Manager Territory Business Centre GPO Box 9800 Darwin NT 0801</p> <p style="margin-left: 40px;">Or</p> <p style="margin-left: 40px;">Manager Territory Business Centre PO Box 9800 Alice Springs NT 0871</p> <p><b>Note:</b> Where the applicant is a company the director(s) and proposed nominated manager(s) must undertake fingerprint checks, unless waived; or</p> <p>Where the applicant is an incorporated association, a fingerprint check is to be completed by the president, treasurer, secretary and proposed nominated manager.</p> <ul style="list-style-type: none"> <li>i) The original form is submitted. Photocopy or faxed copies will not be accepted. A photocopy of either a driver's licence or birth certificate must be submitted with every criminal history form.</li> <li>ii) All details are printed clearly</li> <li>iii) All sections of the form a completed</li> <li>iv) All relevant signatures appear on the form</li> </ul> <p>No wording of this form is to be altered or deleted in any way</p>	Yes <input type="checkbox"/>
h)	<p>Evidence of the financial stability of the applicant(s). A recent statement of assets and liabilities is the minimum requirement, preferably with an appropriate letter from the applicant's bank and/or accountant addressing the question of the applicant's financial stability.</p>	Yes <input type="checkbox"/>
i)	<p>Evidence of managerial capacity to conduct the proposed business e.g. a curriculum vitae or resume of each of the applicants</p>	Yes <input type="checkbox"/>
j)	<p>Where the applicant is a person or person(s), at least two references attesting to the general reputation and character of the applicant(s). Where the applicant is a body corporate, at least two references attesting to the business reputation of the applicant.</p>	Yes <input type="checkbox"/>
k)	<p>Description of business to be conducted, detailing the proposed business to be conducted and containing details of proposed method of operation including hours of trade, services to be provided, type of liquor to be stored, overall theme/concept to be utilised for the business/premises, style of service, plans for dealing with risks/problems e.g. for "nightclub type premises" – how illicit drug prevention measures will be undertaken and the like. This should also include full details of camera surveillance if the premises is to be late night trading.</p> <p>The information sought above is generally contained in the business plan of the premises, which should also accompany this application. Assistance in preparing business plans can be obtained by contacting the Business Services Division of the Department of Business.</p>	Yes <input type="checkbox"/>

Application for the Grant of a Liquor Licence		
l)	Public interest – applicants must demonstrate in the application that the grant of the licence will be in the public interest by providing information about any relevant criteria referred to in section 6(2) of the <i>Liquor Act</i> and any other matter relevant to the public interest in the sale, provision, promotion and consumption of liquor. The applicant should refer to section 6 and 26(3) of the <i>Liquor Act</i> to identify those matters the Director-General of Licensing must consider when determining an application.	Yes <input type="checkbox"/>
m)	Certificate from the Development Consent Authority confirming that town planning approval has been given for the proposed liquor licensed premises at the relevant address of the proposed premises; or Certificate of Occupancy	Yes <input type="checkbox"/>
n)	Business name certificate of registration and business names extract	Yes <input type="checkbox"/>
o)	Certificate of registration as a food business, if applicable	Yes <input type="checkbox"/>
p)	Boarding house certificate, if applicable	Yes <input type="checkbox"/>
7.	Additional documents to be lodged where the applicant is a company:	
a)	Original recent company search document issued by the Australian Securities and Investment Commission (ASIC) showing particulars of the applicant company's directors, shareholders, registered company address and securities registered against company assets.	Yes <input type="checkbox"/>
b)	Nominee application form signed by the proposed nominee of the company ( <i>form attached</i> ) and two written business references and two personal references	Yes <input type="checkbox"/>
c)	Separate references attesting to the general reputation and character of each of the directors, the secretary and the executive officers.	Yes <input type="checkbox"/>
8.	Additional documents to be lodged where the applicant is an incorporated association ( <i>club</i> ):	
a)	Copy of the certificate of incorporation	Yes <input type="checkbox"/>
b)	Copy of the registered constitution of the incorporated association, which shall contain relevant clauses and terms as required by the attached guideline	Yes <input type="checkbox"/>
c)	Nominee application form signed by the proposed nominee of the incorporated association ( <i>form attached</i> ) and two written business references and two written personal references. References may be checked and verified.	Yes <input type="checkbox"/>
9.	Additional documents and requirements where the applicant(s) are in partnership:	
a)	Copy of the partnership agreement ( <i>if in existence</i> )	Yes <input type="checkbox"/>
b)	A declaration in the form of a letter to the Director-General of Licensing and signed by all partners, nominating a partner who will be the sole contact for Licensing NT to deal with for all matters relevant to the liquor licence and the licensed premises.	Yes <input type="checkbox"/>

10.	Documents required prior to consideration of application:	
a)	Copies of advertisements of the proposed liquor licence application placed in relevant newspapers or other form of media (where required by the Director-General of Licensing). Licensing inspectors will assist the applicant in drafting the relevant advertisement and advise where the advertisements should be placed i.e. NT News, Centralian Advocate, Katherine Times, Kununurra Times etc. Applicants should make every effort to attend to this requirement as soon as possible after the application has been lodged, as an application will not be considered until such time as the advertising period has closed and the community has had the opportunity to object to the application. Other documentation and requirements can be submitted while the advertising period is running.	Yes <input type="checkbox"/>
b)	Signed declaration ( <i>form enclosed</i> ) that the public notice “Green Sign” has been erected at a prominent external area of the proposed premises and has been displayed for a 30 day period coinciding with the advertisements. “Green Signs” will be provided by a licensing inspector. Random checks are undertaken to ensure that “Green Signs” are erected in a prominent external area of the proposed premises.	Yes <input type="checkbox"/>
11.	Further requirements:	
a)	Licensee or nominee to sit examination on knowledge of the <i>Liquor Act</i> and licence conditions. ( <i>Contact Licensing NT for further details and to book an appointment for the test</i> )	Yes <input type="checkbox"/>
b)	A Licensee (or if a body corporate, its nominee) will be required to have completed a responsible service of alcohol course before commencing trading operations under any liquor licence. ( <i>list of providers attached</i> )	Yes <input type="checkbox"/>
c)	Inspection of proposed licensed premises by licensing inspectors	Yes <input type="checkbox"/>
d)	Certain venues are required to have camera surveillance therefore applicants need to inform themselves of this requirement. Refer to the Camera Surveillance Guidelines fact sheet or inquire at a Territory Business Centre or Licensing NT office.	Yes <input type="checkbox"/>
12.	Guidelines – Site and Floor Plans	
a)	A floor plan of the proposed or existing premises: <ul style="list-style-type: none"> <li>i) drawn to a scale or scales considered by the Director-General Licensing to be adequate for the relevant detail;</li> <li>ii) showing each level/area of the premises to which the application relates, showing fixtures and the use of all rooms; and</li> <li>iii) shall delineate the proposed licensed premises in red.</li> </ul>	Yes <input type="checkbox"/>
b)	A Site Plan showing: <ul style="list-style-type: none"> <li>i) showing an outline (<i>delineated in red</i>) of every building to which the application relates;</li> <li>ii) the boundary of the land on which those premises are or are to be situated;</li> <li>iii) the front entrance of every building on those premises;</li> <li>iv) the names of adjacent streets;</li> <li>v) features such as swimming pools and other outdoor areas on those premises.</li> </ul>	Yes <input type="checkbox"/>
c)	The floor plan and the site plan shall be professionally drawn plans by an appropriately qualified architect, surveyor, town planner, engineer or draftsman.	Yes <input type="checkbox"/>



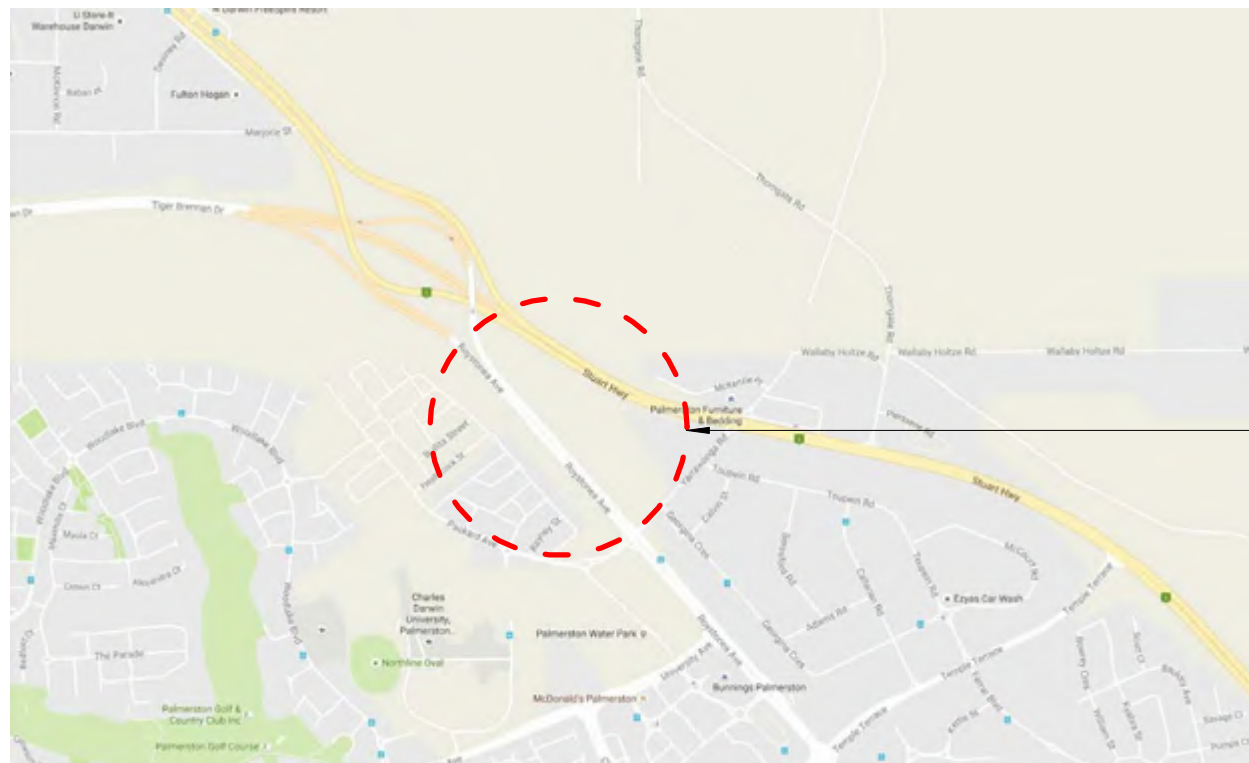
d)	The Director-General of Licensing may in certain limited circumstances waive full compliance with this guideline. If an applicant wishes to apply for a waiver from the Director-General they should do so in the form of a letter setting out their reasons as to why they cannot fully comply with this guideline.	Yes <input type="checkbox"/>
<p>It should be understood that these plans will be made available for inspection by members of the public at all stages of the application and approval process. In the event that the Director-General of Licensing grants a liquor licence, the plans will be held by the Director-General and will remain available for public inspection, upon request.</p>		
13.	Director-General of Licensing requirements for “club” constitutions	
<p>Applicants seeking to apply for a class of liquor licence known as a club licence are required to submit to the Director-General of Licensing a copy of their constitution which shall contain clauses or provisions as follows:</p>		
a)	The rules of a club must provide that a visitor to a club must not be supplied with liquor in the club premises unless the visitor is a guest in the company of a member	Yes <input type="checkbox"/>
b)	The rules of a club, except in the case of a club primarily for a sporting purpose; must provide that a person under the age of 18 years shall not be admitted to the membership of the club	Yes <input type="checkbox"/>
c)	The rules of the club must provide for a management committee of the club be elected for a term of not less than 12 months by members or a class of members constitutionally entitled.	Yes <input type="checkbox"/>
d)	The rules of the club must provide for the keeping of records of guests	Yes <input type="checkbox"/>
e)	The rules of the club must provide for the appointment of a secretary	Yes <input type="checkbox"/>
f)	Acceptable procedures for the admission of new members that are consistent with the club’s core objectives and operations	Yes <input type="checkbox"/>
14.	Who may sign the application form?:	
<p>Where the Applicant is:</p> <ul style="list-style-type: none"> <li>a) a natural person – the natural person</li> <li>b) a partnership – as per the partnership agreement, otherwise, all of the partners</li> <li>c) a company – at least one of the directors and the secretary (<i>common seal not required</i>)</li> <li>d) an incorporated association – the secretary and one other member of the committee</li> </ul> <p>When the signatory is the sole proprietor of a company, this should be noted alongside the proprietor’s signature.</p>		
15.	Do you intend to apply for a gaming machine licence?	
<p>Under section 24(1)(d) of the <i>Gaming Machine Act</i>, an applicant can apply for a gaming machine licence at the same time as their application for a liquor licence if the liquor licence they have applied for is:</p> <ul style="list-style-type: none"> <li>a) a hotel liquor licence; or</li> <li>b) a club liquor licence</li> </ul> <p>You may make an application for a gaming machine licence concurrent with this application and have both applications considered by the Director-General of Licensing at one time.</p> <p>If you wish to exercise this option please ask for a supplementary gaming machine license application form. It should be noted that you will not be required to satisfy requirements already met in the liquor application.</p>		



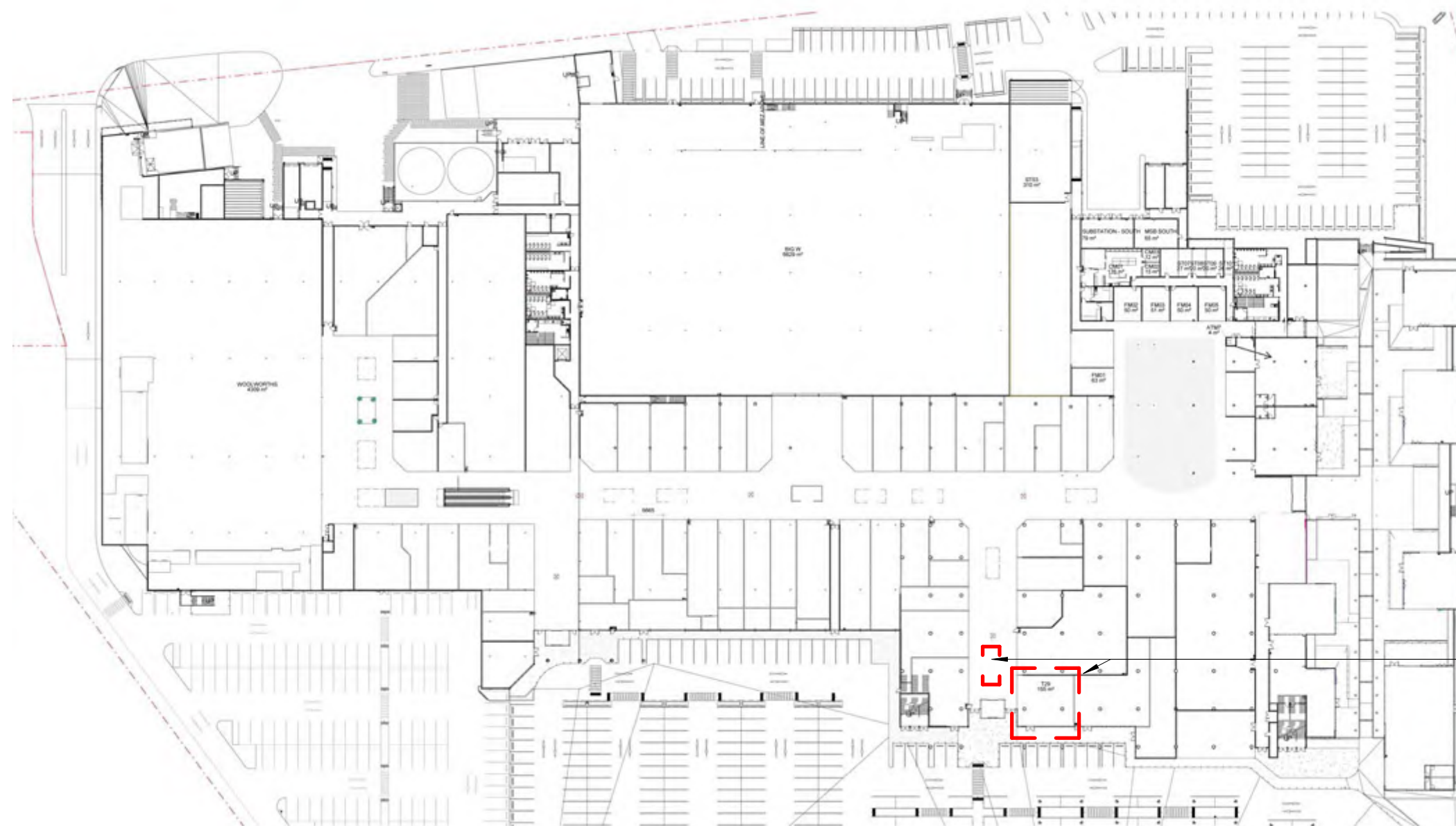
16.	Do you intend selling tobacco products?		
<p>If you intend selling tobacco products you are required to obtain a retail tobacco licence. You should make yourself aware of your obligations to comply with the <i>Tobacco Control Act</i> and regulations.</p> <p>Information can be obtained from the smoke free website, <a href="http://www.smokefree.nt.gov.au">http://www.smokefree.nt.gov.au</a></p> <p>An application form can be obtained from a Territory Business Centre or from the Licensing NT website.</p>			
17.	Responsible service of alcohol course providers as at December 2014		
<p><b>Training Plus NT</b>            ABN: 37 620 097 688            NTIS code: 70035            Caretakers' Residence            Nakara Primary School            Nakara Terrace            Nakara NT 0810            PO Box 42023            Casuarina NT 0811</p>			
Phone		0406 548 224	Email <a href="mailto:tony@trainingplusnt.com">tony@trainingplusnt.com</a>
Website		<a href="http://www.trainingplusnt.org.au">http://www.trainingplusnt.org.au</a>	
Method of delivery		<ul style="list-style-type: none"> <li>In person</li> <li>Online</li> </ul>	
<p><b>Charles Darwin University</b>            ABN: 54 093 513 649            NTIS code: 0373            Tourism, Hospitality, Sport &amp; Recreation (Top End)            Palmerston Campus            University Avenue            Palmerston NT 0830</p>			
Phone		08 8946 7525	Facsimile (08) 8946 7833
Email		<a href="mailto:tour_hosp_recreation-topend@cdu.edu.au">tour_hosp_recreation-topend@cdu.edu.au</a>	
Method of delivery		<ul style="list-style-type: none"> <li>In person</li> <li>Post</li> </ul>	
<p><b>Alice Springs</b>            Tourism &amp; Hospitality (Central)            Grevillea Drive            Alice Springs NT 0870</p>			
Phone		(08) 8959 5200	Facsimile (08) 8959 5240
Email		<a href="mailto:nick.desilva@cdu.edu.au">nick.desilva@cdu.edu.au</a>	
Method of delivery		<ul style="list-style-type: none"> <li>In person</li> </ul>	
<p><b>Karen Sheldon Catering Pty Ltd</b>            ABN: 21 117 356 779            NTIS code: 70045            Kantillas Function Centre            Level 3 TIO Stadium            Marrara NT 0812            PO Box 2351            Parap NT 0804</p>			
Phone		(08) 8945 6048	Facsimile (08) 8927 5799

Mobile	0437 525 797	Email	<a href="mailto:rto@karensheeldontraining.com">rto@karensheeldontraining.com</a>
Method of delivery	<ul style="list-style-type: none"> <li>In person</li> </ul>		
<b>8. Lodgement details</b>			
Once the application is complete it must be lodged at a Territory Business Centre with the prescribed fee at:			
<b>Darwin</b> Ground Floor, Development House 76 The Esplanade Darwin GPO Box 9800 Darwin NT 0801 t: (08) 8982 1700 f: (08) 8982 1725 Toll free: 1800 193 111 e: <a href="mailto:territory.businesscentre@nt.gov.au">territory.businesscentre@nt.gov.au</a>		<b>Katherine</b> Shop 1, Randazzo Building 18 Katherine Terrace Katherine PO Box 9800 Katherine NT 0851 t: (08) 8973 8180 f: (08) 8973 8188 e: <a href="mailto:territory.businesscentre@nt.gov.au">territory.businesscentre@nt.gov.au</a>	
<b>Tennant Creek</b> Shop 2, Barkley House Cnr Davidson and Paterson Street Tennant Creek PO Box 9800 Tennant Creek NT 0861 t: (08) 8962 4411 f: (08) 8982 1725 e: <a href="mailto:territory.businesscentre@nt.gov.au">territory.businesscentre@nt.gov.au</a>		<b>Alice Springs</b> Ground Floor, The Green Well Building 50 Bath Street Alice Springs PO Box 9800 Alice Springs NT 0871 t: (08) 8951 8524 f: (08) 8951 8533 e: <a href="mailto:territory.businesscentre@nt.gov.au">territory.businesscentre@nt.gov.au</a>	
<b>9. Fees and payment</b>			
Contact your local Territory Business Centre for the relevant schedule of fees.			





SHOPPING CENTRE LOCATION



TCC SHOP T29  
+ LICENSE  
SEATING  
AREA

**THE  
COFFEE  
CLUB®**

# TCC GATEWAY

SITE LOCATION

Address - Gateway Shopping Centre, Palmerstone NT

New Design - CAFE

NOT FOR CONSTRUCTION





# Materials Finishes



TF02 BEAUMONT TILES

TILE FLOORING (CAFÉ AREA)  
COLOUR: ASH MATT (R9x/P1)  
RECTIFIED 97mm  
SIZE: 600 x 297mm  
CODE: NAC160913-1

CA01 INTERFACE

CARPET TILE (CAFÉ AREA)  
COLOUR: RAW LOFT  
SIZE: 500x500mm  
CODE: 12669-101055

ST01 CAESARSTONE

JET BLACK (COUNTER TOP)



P1 BARN LIGHT

MINIMALIST AVIARY BARN PENDANT  
FINISH (LAMPHOLDER/CAGE): BLACK  
GLOSS



P5 BARN LIGHT

25CM / 10" WESCO BARN LIGHT  
FINISH: 100- BLACK MATT



W4 BARN LIGHT

FRONTIER G15 GOOSENECK SIGN LIGHT  
POWDER COAT FINISH: WS100-MATT BLACK

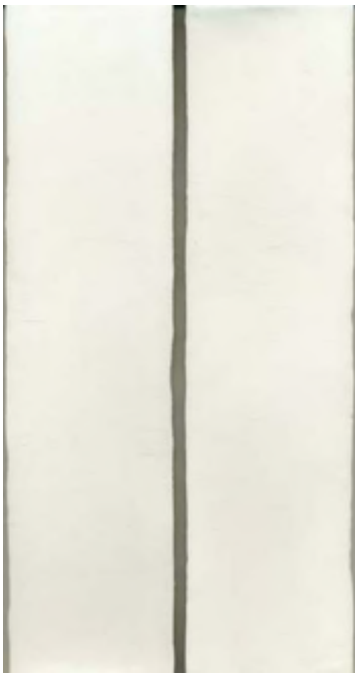


AP-02 BARESQUE

A11 ZINTRA ACOUSTIC PANEL SILVER

WA07 CEMINTEL CSR

CONCRETE PANEL (WALL)  
DESIGNER RANGE – URBAN GREY  
CODE: 118571 / MATCHING CORNERS: 118518



TW04 BEAUMONT TILES

TILE SPLASH BACK  
COLOUR: GLOSS SUPER WHITE GLOSS WITH  
WHITE EPOXY GROUT  
SIZE: 300 x 75mm  
CODE: BCN1000537 AGRESTIC GW

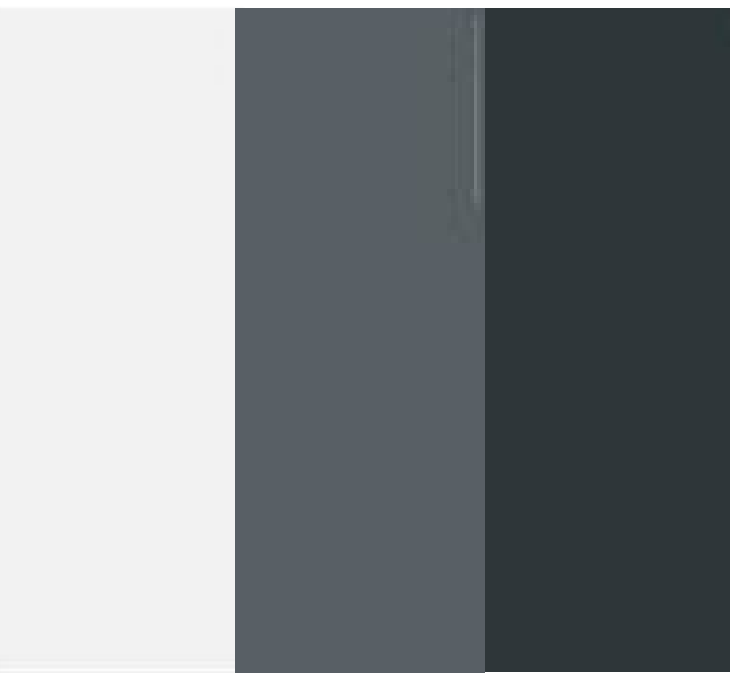


NI02 NIKPOL

FINISH: EGGER – REPRO GREY BEIGE  
GLADSTONE OAK  
CODE: H3326 ST28

UP06 MAC +

INTERNAL BACKS/OTTOMANS TOPS  
DESIGN: PARIS  
COLOUR: EIFFEL TOWER



PB01 DULUX

CODE: LEXICON  
QUARTER (PN2.D1)  
FINISH : SATIN  
NOTE: USE  
CONTRASTING PAINT  
COLOUR FOR DOOR  
FRAMES (PB02)

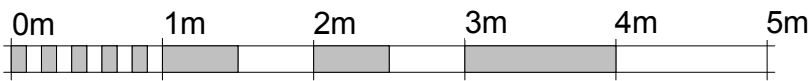
PB03 DULUX

CODE: DRIVETIME  
(PG1.A6)  
FINISH : SATIN  
NOTE: USE  
CONTRASTING PAINT  
COLOUR FOR DOOR  
FRAMES (PB01)

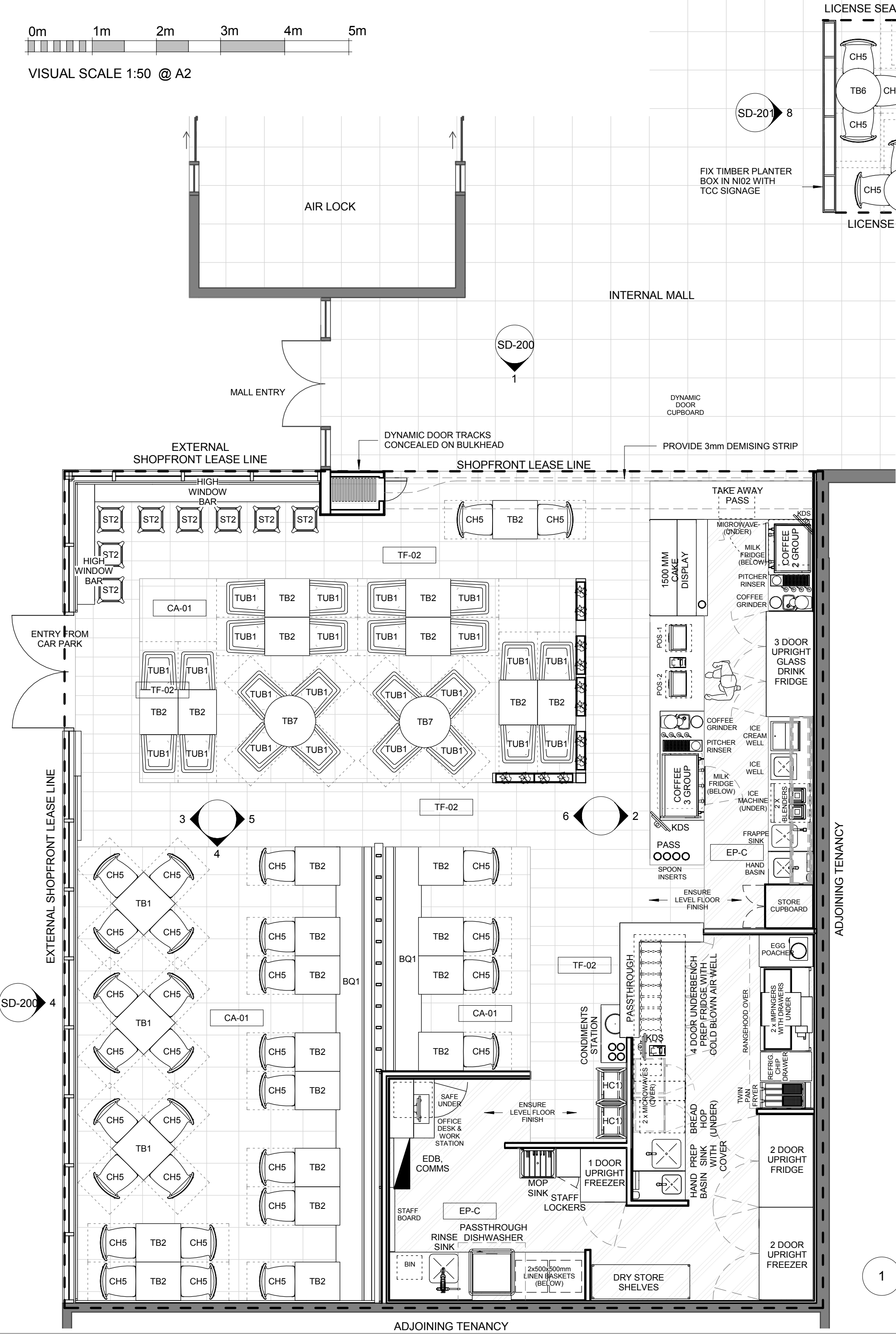
PB02 DULUX

CODE: DOMINO  
(PN1.A8)  
FINISH : SATIN  
NOTE: USE  
CONTRASTING PAINT  
COLOUR FOR DOOR  
FRAMES (PB01)





VISUAL SCALE 1:50 @ A2



LICENSE SEATING LEASE LINE

LICENSE SEATING AREA (20 sq.m)

FIX TIMBER PLANTER BOX IN N102 WITH TCC SIGNAGE

NOTE: PROVIDE 3mm DEMISING STRIP TO ALL FLOOR FINISH CHANGES

MALL FLOOR FINISH

NOTE:

Attachment B

TCC HAVE THE RIGHT TO KEEP OUR FURNITURE STYLE CURRENTAND SPECIFIED FURNITURE OF THE TIME OF TENDER MAYBE SUBJECT TO CHANGE UNTIL THE TIME OF DELIVERY.

### FURNITURE SCHEDULE

WT	Type	QTY	SEAT QTY	Description
BQ1	Banquette with Seat	2	12	AS PER DETAILS PAGE __
CH5	Anders Chair	52	52	BLACK ARM CHAIR
HC1	HC1 - High Chair	2	0	BOLERO WOODEN HIGHCHAIR DARK WOOD FINISH
HIGH WINDOW BAR				BLACK LAMINATE AND PLY CORE
ST2	ST2 - Marley High Stool	8	8	780mm HIGH 420mm WIDE TIMBER TOP STAINED TO MATCH BLACK POWDERCOATED FRAME
TB1	700x700x720	3	0	25mm "BLACK LAMINATED TOP WITH EXPOSE PLY WOOD EDGE" WITH HALO 4 STAINLESS STEEL BASE
TB2	700x600x720	23	0	25mm "BLACK LAMINATED TOP WITH EXPOSE PLY WOOD EDGE" WITH HALO 4 STAINLESS STEEL BASE
TB6	700 DIAx720	8	0	25mm "BLACK LAMINATED TOP WITH EXPOSE PLY WOOD EDGE" WITH HALO 4 STAINLESS STEEL BASE
TB7	800 DIAx720	2	0	25mm "BLACK LAMINATED TOP WITH EXPOSE PLY WOOD EDGE" WITH HALO 4 STAINLESS STEEL BASE
TUB1	TUB1	24	24	FULLY UPHOLSTERED IN UP22 GARGOYLE FABRICS
Grand total: 126			96	

### FLOOR SCHEDULE

CODE	MANUF.	DESCRIPTION	AREA
	Existing	Existing	189.1 m²
100mm CONCRETE PLINTH	SHOPFITTER	100mm CONCRETE PLINTH	12.2 m²
CA-01	INTERFACE	COLOUR: RAW LOFT, SIZE: 500x500mm, CODE: 12669-101055	64.2 m²
EP-C	NUPLEX	EPOXY FLOOR FINISH (KITCHEN & SERVERY) - 25mm RADIUS COVING 100mm HIGH CODE: NUPLEX NUTHANE SB-5mm / COVING: NUPLEX SURECOTE 500 OR EPOSHIELD RAPID – (R12/P4) COLOUR TO MATCH CAFÉ/DINING FLOOR FINISH	33.5 m²
TF-02	BEAUMONT TILES	COLOUR: ASH MATT (R9x/P1) RECTIFIED 97mm, SIZE: 600 x 297mm,	38.9 m²
Grand total: 5			337.9 m²

### SIGNAGE SCHEDULE

MANUF.	TYPE	QTY
SIGNCEPTS	4x Menu Boards	1
SIGNCEPTS	10mm Acrylic "EST. SIGN" Plaque	1
SIGNCEPTS	10mm Acrylic "STORE NO." Plaque	1
SIGNCEPTS	10mm Acrylic "wwimy?" Plaque	1
SIGNCEPTS	600x300mm Acrylic "wwimy?" Counter Insert	1
SIGNCEPTS	ILLUMINATED HALO SIGNAGE ALIGN	2
SIGNCEPTS	In Store Promotion Clipboard Frame	4
SIGNCEPTS	TCC LOGO P02 PAINTED STENCIL	2

AREAS:  
INTERNAL - 154.25 m²  
EXTERNAL  
(LICENSE SEATING AREA) - 20.0 m²  
TOTAL - 174.25 m²

SEAT COUNT  
INTERNAL - 74  
EXTERNAL - 16  
TOTAL - 90

### WALL LEGEND

	WALL BY DEVELOPER
	PROPOSED WALL

NOTE:  
1. ALL AS PER LEGEND UNLESS NOTED OTHERWISE.

**THE COFFEE CLUB  
PROPERTY DEPARTMENT**  
**CONCEPT DESIGN APPROVED  
PLANS AND DOCUMENTS**

SIGNED OPERATIONS: .....

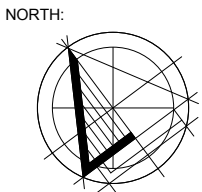
DATE: .....

SIGNED PROPERTY: .....

DATE: .....

### FURNITURE PLAN

1 : 50



PROPOSED CONCEPT - **Gateway**

ADDRESS - **Gateway Shopping Centre, Palmerstone NT**

REV - D

BY - RM

DATE - 19/10/16

STORE TYPE: CAFE

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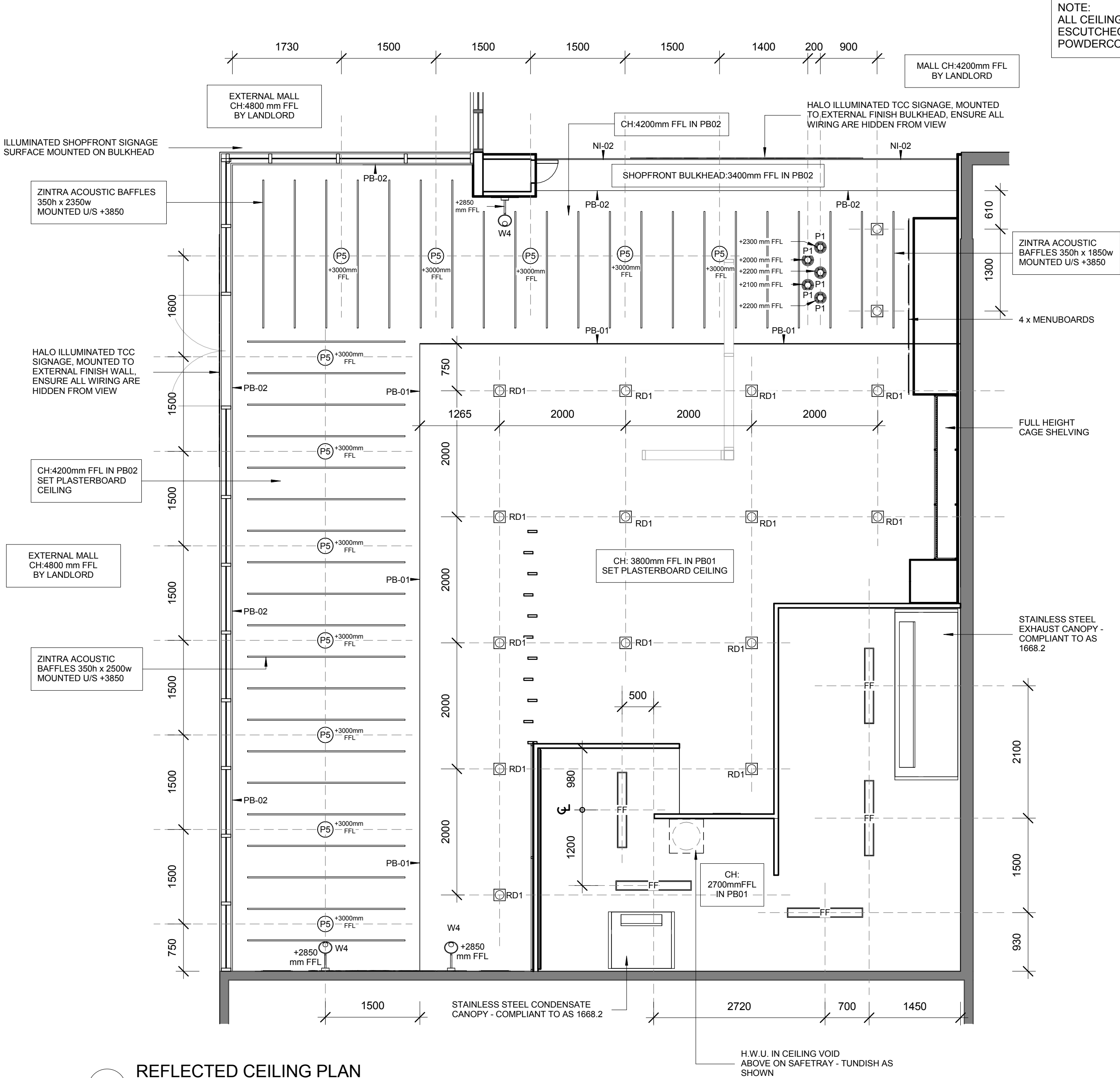
Level 13, 199 Grey St South Brisbane Queensland 4101

PO Box 5786, West End QLD 4101

PH 07 3010 3000 FAX 07 3844 2551

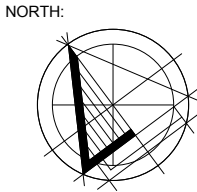
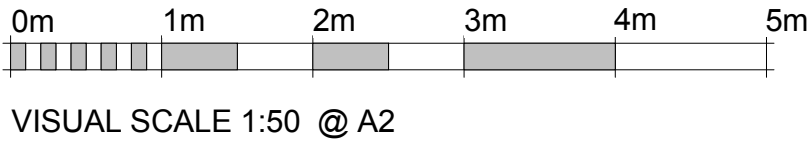
www.coffeeclub.com.au

**THE COFFEE CLUB.**



LIGHTING SCHEDULE						
IMAGE	CODE	MODEL	DESCRIPTION	TEMP (k)	WATTS	QTY
	FF	4000K 45w LED 1200 x 300 SURFACE MOUNTED	4000K 45w LED 1200x300 SURFACE MOUNTED FLAT PLATE FITTING C/W REMOTE NON DIMMABLE CONTROL GEAR AND WHITE TRIMS. SCREW FIX THE FITTING TO THE CEILING WITH DOMED STAINLESS STEEL SCREWS THROUGH THE TRIM INTO CEILING ANCHORS. LOW ENERGY DYNAMICS LED-PACV3528W-45WK	4000 K	180.0 W	5
	P1	MINIMALIST AVERY BARN PENDANT	6.5W 2200K MINIMALIST AVERY BARN PENDANT	2200 K	32.5 W	5
	P5	WESCO BARN PENDNAT	6.5W 2200K WESCO BARN PENDANT / MATT BLACK OR AS PER THE PROJECT REQUIREMENTS	2200 K	78.0 W	12
	RD1	DOT 92 LED DIM/30	11W LED 3000K RECESSED DOWNLIGHT (COLOUR TO MATCH CEILING)	5000 K	240.0 W	16
	W4	SINGLE ARM GOODRICH FRONTIER GOOSENECK LIGHT	G15 FRONTIER GOOSENECK LIGHT - MATT BLACK WS100, OR AS PER PROJECT REQ.	2500 K	19.5 W	3
Grand total: 41					550.0 W	

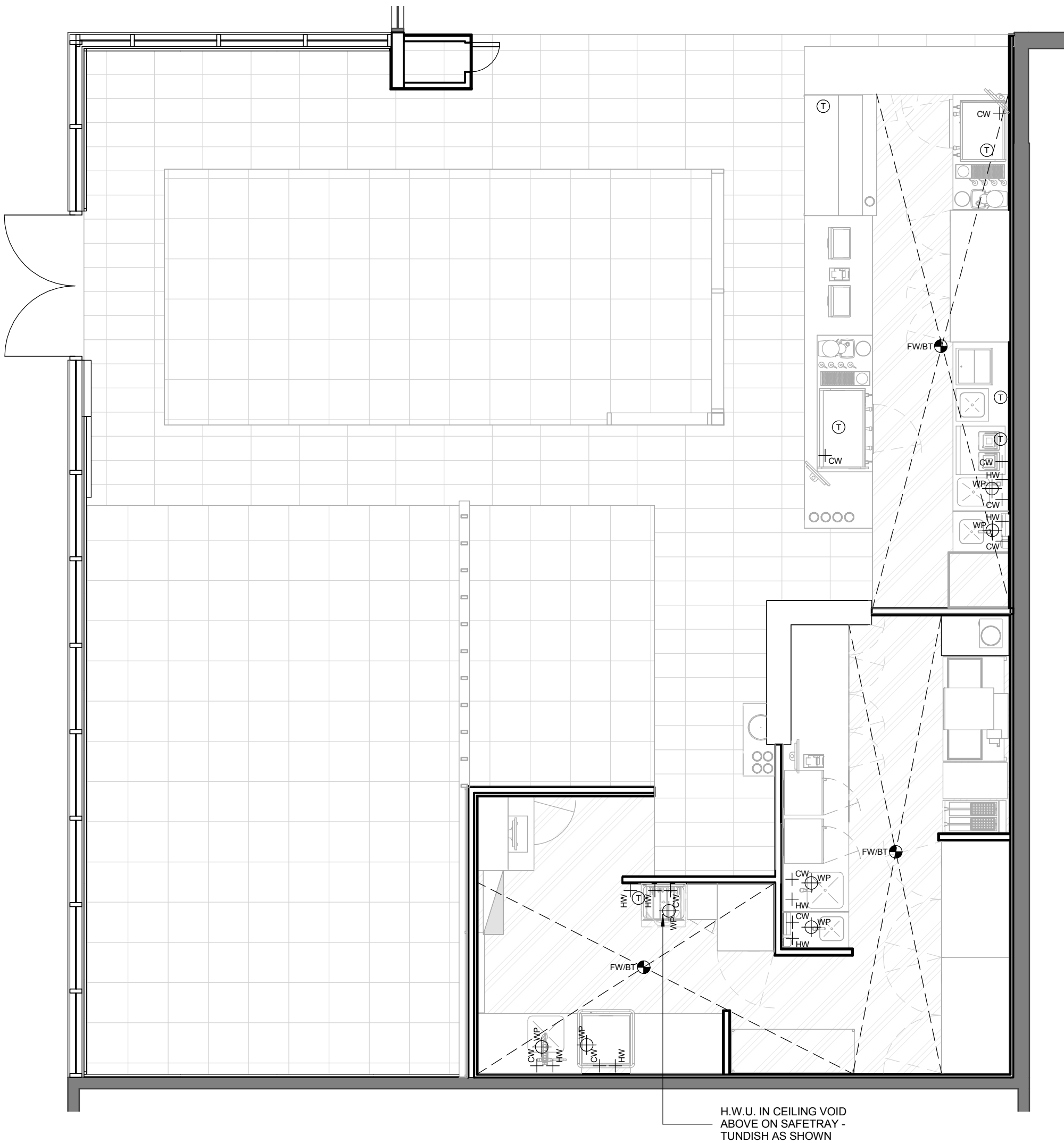
1 REFLECTED CEILING PLAN  
1 : 50



PROPOSED CONCEPT - Gateway  
ADDRESS - Gateway Shopping Centre, Palmerstone NT

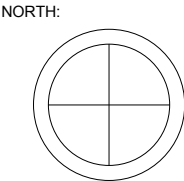
REV - D BY - RM DATE - 19/10/16 STORE TYPE: CAFE





1 HYDRAULIC PLAN  
1 : 50

HYDRAULIC LEGEND	
	FLOOR WASTE
	FLOOR WASTE BUCKET TRAP
	WASTE POINT
	TUNDISH
	SERVICES CORE HOLE
	FIRE HOSE REEL
	HOT WATER UNIT
FIRE SERVICES LEGEND	
	WET FIRE EXTINGUISHER
	CO2 FIRE EXTINGUISHER
	DCP/ABE FIRE EXTINGUISHER
	FIRE BLANKET
<p>1. DRAWING TO BE READ IN CONJUNCTION WITH HYDRAULIC AND STRUCTURAL CONSULTANTS DRAWINGS.</p> <p>2. ALL DRAWINGS TO BE READ IN CONJUNCTION WITH AS4674-2004 'DESIGN, CONSTRUCTION AND FIT OUT OF FOOD PREMISES', ALL RULES AND REGULATIONS OF ALL STATUTORY AUTHORITIES AND LOCAL COUNCILS</p> <p>3. THE COFFEE CLUB HYDRAULIC POINTS PLAN IS FOR PRICING PURPOSES ONLY</p> <p>4. THE PENETRATIONS DEMONSTRATED ON THE COFFEE CLUB HYDRAULIC PLAN ARE INDICATIVE ONLY</p> <p>5. PENETRATIONS ARE TO BE DRILLED AS PER FINAL SITE SETOUT BY AN APPROVED COFFEE CLUB REPRESENTATIVE</p> <p>6. CORE HOLES TO BE DRILLED THROUGH GABLES UNDER COUNTER TO PROVIDE ACCESS FOR POWER CABLES</p> <p>7. INSTALL WATERPROOF MEMBRANE TO ALL BACK OF HOUSE AREAS</p> <p>8. FLOOR COVING TO ALL PLINTHS AND WALLS IN BACK OF HOUSE AREAS</p> <p>9. ALL VISIBLE PIPES IN FRONT OF HOUSE TO BE CHROME/STAINLESS STEEL PIPES. ALL HIDDEN PIPEWORK TO BE STANDARD SELECTION (PVC/ETC).</p> <p>10. EQUIPMENT THAT REQUIRE TUNDISH: - ICE MACHINE - CAKE CABINET - COFFEE MACHINE - HOTWATER UNIT (BOH)</p>	

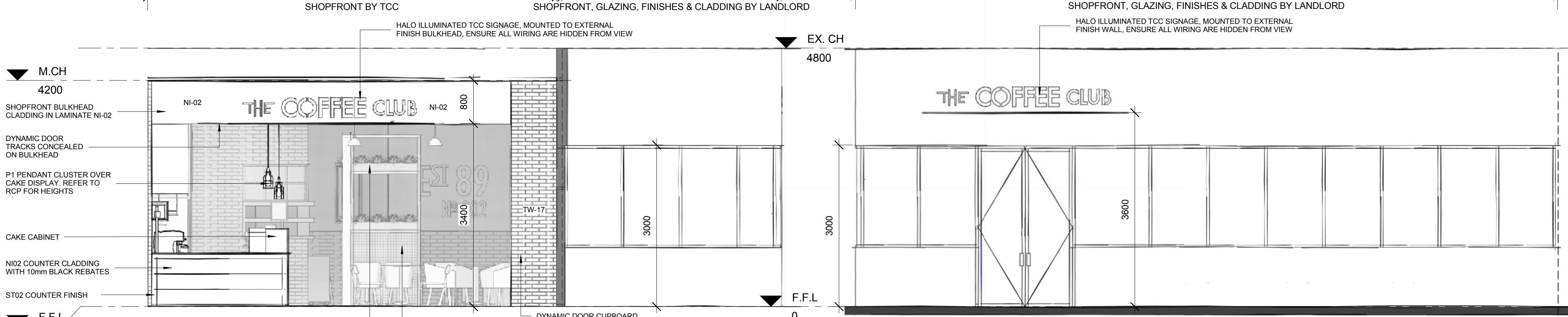


PROPOSED CONCEPT - **Gateway**  
ADDRESS - **Gateway Shopping Centre, Palmerstone NT**

REV - D BY - RM DATE - 19/10/16 STORE TYPE: CAFE







1

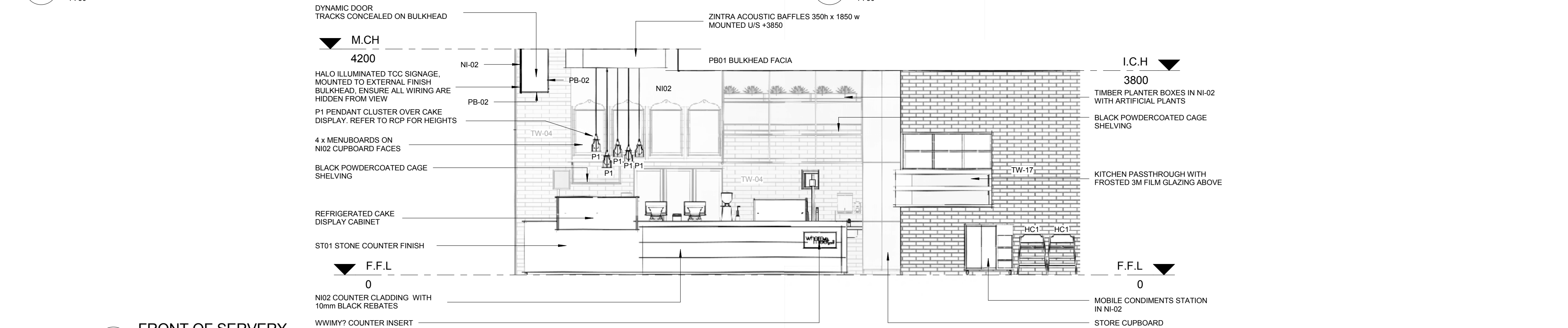
SHOPFRONT

1 : 50

4

EXTERNAL ELEVATION

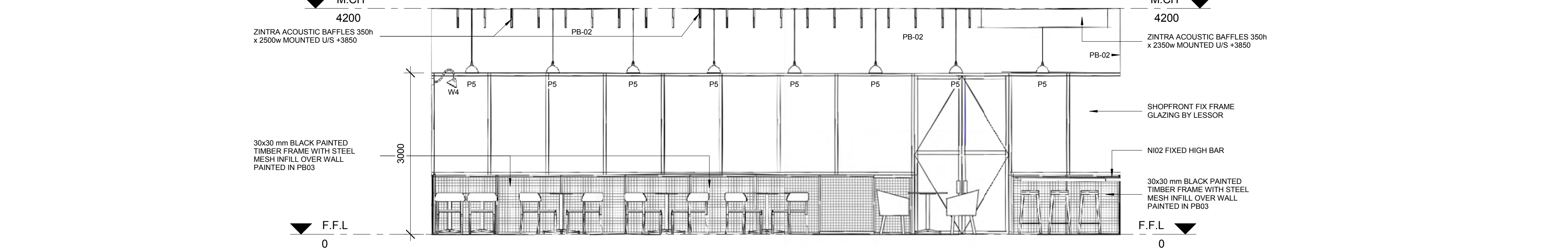
1 : 50



2

FRONT OF SERVERY

1 : 50



3

DINING AREA SHOPFRONT

1 : 50

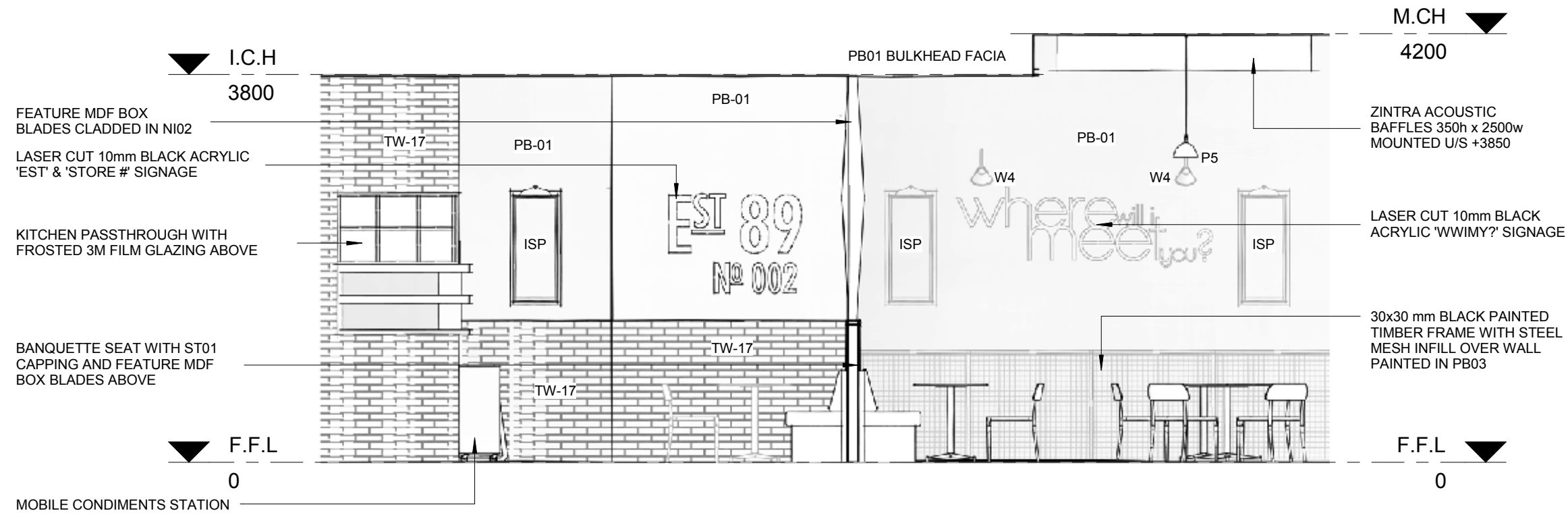
NORTH:

PROPOSED CONCEPT - Gateway

ADDRESS - Gateway Shopping Centre, Palmerstone NT

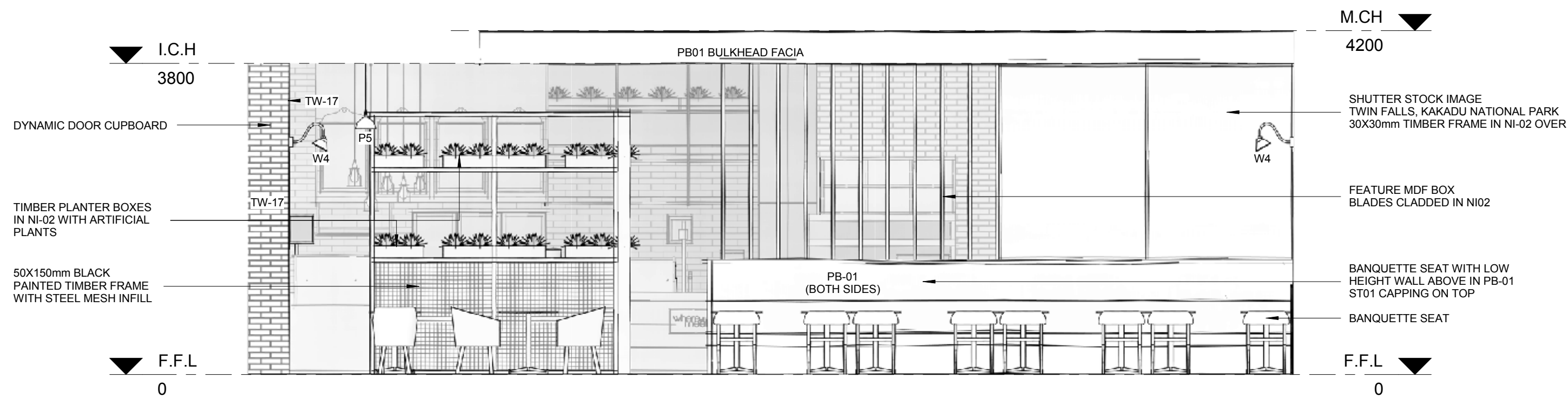
REV - D BY - RM DATE - 19/10/16 STORE TYPE: CAFE





#### BACK DINING AREA

1 : 50



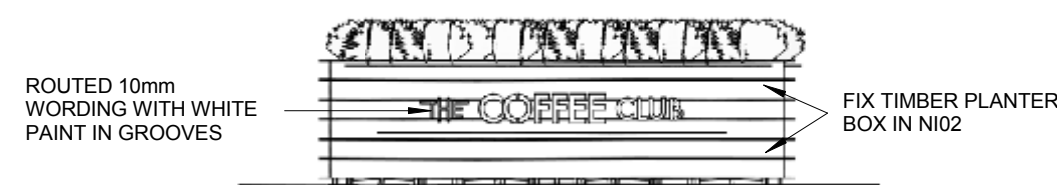
#### DINING AREA

1 : 50



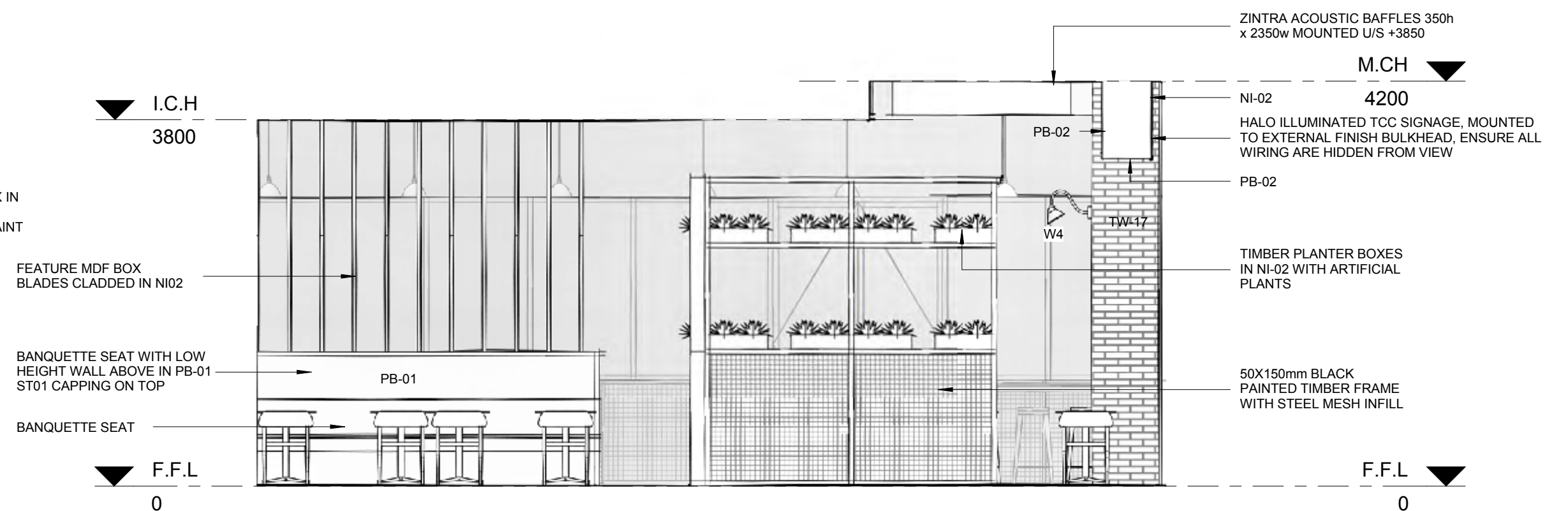
#### SEATING AREA FRONT

1 : 50



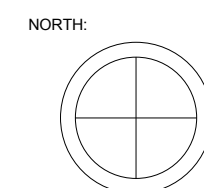
#### SEATING AREA SIDE

1 : 50



#### BANQUETTE SEATING

1 : 50



PROPOSED CONCEPT - **Gateway**

ADDRESS - **Gateway Shopping Centre, Palmerstone NT**

REV - D

BY - RM

DATE - 19/10/16

STORE TYPE: CAFE

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PO Box 5786, West End QLD 4101

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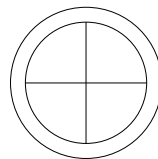


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NORTH:



PROPOSED CONCEPT - **Gateway**

ADDRESS - **Gateway Shopping Centre, Palmerstone NT**

REV - D

BY - RM

DATE - 19/10/16

STORE TYPE: CAFE

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KK Coffee Pty Ltd

T/A

Coffee Club, Shop T29, Gateway  
Shopping Centre, Palmerston, NT

**Application for the Grant of a  
Liquor Licence**

**Business Detail Report**

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## APPENDICES

Appendix A – Public Interest Statement

Appendix B – Behavioural Signs of Intoxication

## 1.0 PARTICULARS OF THE LICENCE

The Coffee Club will be located at Shop T29, Gateway Shopping Centre, on the corner of Yarrowonga Road and Roystonea Ave, Palmerston, Northern Territory.

The Coffee Club, Gateway Shopping Centre acknowledges and accepts that strict compliance with all relevant laws governing the operation of the business is expected. These laws include, but are not limited to, laws relating to liquor service and supply. The following paragraphs deal with a number of key compliance areas.

This document outlines the commitment of the venue to providing a safe environment and sets out the management issues surrounding the venue, particularly with regard to minimising any impacts the licensed venue may have on the surrounding community. The document will be made readily accessible for any of the following situations:

- For reference purposes;
- For staff training;
- On request from compliance officer or police officers if required; and
- To all customers or members of the community, upon request.

The management team will review the document regularly to ensure it remains relevant and up to date.

The Coffee Club café/restaurant will operate under the authority of a Consumption On Premises Licence which allows the sale of liquor for consumption of liquor on the premises with a meal. Liquor may be sold to the general public for consumption on the premises during ordinary trading hours.

**The premises has:**

- the capacity to seat patrons for a meal;
- the capacity to offer take-away foods and non-alcoholic drinks;
- toilet facilities for male and female patrons in close proximity to the premises;
- a commercial kitchen and a dining facility (restaurant or bistro-style)

**Trading Hours:** 7.00am to 9.00pm Monday to Sunday (licensed from 10.00am)

## **2.0 GENERAL OPERATIONS**

### **2.1 Council approval to conduct the use**

The venue has the appropriate development approvals under the provisions of the Council planning scheme.

### **2.2 Overall theme/concept for the business/premises**

The premises is to be fitted out in accordance with the requirements of the Coffee Club franchise. Fixtures, fittings, colour schemes and design layout are all as per the franchise requirements.

### **2.3 Mall dining**

The premises has a second, separated dining area adjacent to the shop in the shopping centre mall. All liquor regulations and requirements will also be in force in this separated area.

### **2.4 Style of service**

The Coffee Club offers a relaxed atmosphere with table service whereby the patron sits at their chosen table and makes a selection from the menu. The meals, snacks and drinks are delivered to their table for consumption. Payment is made by the patron at the counter prior to leaving the restaurant.

Take-away food and non-alcoholic drinks are also available.

### **2.5 Number of patrons**

The liquor licence does not designate a patron limit. However, the number of places available for patrons is approximately 96 (not including highchairs). The Coffee Club, Gateway Shopping Centre will be operated in a manner which ensures patron safety is a priority at all times.

### **2.6 Type of liquor to be stored**

The Coffee Club, Gateway Shopping Centre will offer a selection of white and red wines, sparkling wine and a selection of domestic and imported beer, cider and spirits.

### **3.0 ARRANGEMENTS AT THE PREMISES**

The Coffee Club, Gateway Shopping Centre includes a café/restaurant area with an adjacent separate dining area within the centre mall.

#### **3.1 Provision of food**

The café/restaurant provides an extensive range of meals including an all-day menu. Copies of the breakfast, lunch and dinner menus are available in the venue or online.

#### **3.2 Lighting**

The car park, footpaths and entrances are well lit for the convenience and safety of patrons. Exit doors, exit signs and toilets (within the centre) are also brightly lit.

#### **3.3 Noise Mitigation**

The maximum noise levels are detailed in the conditions of the liquor licence, however noise must not cause interference with the quiet enjoyment of other tenants in the centre.

The duty manager will monitor noise levels and is responsible for ensuring that noise levels are adhered to. Any exceedances must be immediately rectified.

Although the Coffee Club is located in a shopping centre, the venue is committed to maintaining acceptable noise levels through the following additional actions and policies:

- Staff encourage patrons to keep noise down;
- Bottles are not emptied into bins during the night or early morning;
- At closing time, staff will ensure patrons leave the venue as quickly and quietly as possible; and
- Plant and equipment is modern and quiet.

#### **3.4 Litter**

Staff will monitor and pick up litter in the vicinity of the venue during trading hours and immediately after close.

## 4.0 COMPLIANCE WITH THE LIQUOR ACT AND OTHER REGULATIONS

The Coffee Club, Gateway Shopping Centre will be committed to responsible hospitality practices and continually monitors and ensures compliance with the Liquor Act and other regulations. All patrons will be served in a friendly, responsible and professional manner and staff will assist patrons in their decision to drink in moderation. Public Interest statement (Appendix A) should also be read with this section of the report.

### 4.1 Responsible Service of Alcohol

Responsible service of alcohol is important to our venue for legal, social and health reasons. We must ensure patrons do not become unduly intoxicated and present a problem for management, staff and the community, or a safety risk to themselves. Liquor cannot be sold or supplied to unduly intoxicated or disorderly patrons, or to anyone who is under the age of 18.

Strategies to ensure the Responsible Service of Alcohol include:

- Provide a range of low alcohol and non-alcoholic drinks which are generally cheaper than full strength alcoholic beverages;
- Make water freely available to patrons at all times;
- Provide a safe environment for staff and patrons;
- Prohibit promotions which encourage excessive consumption of liquor;
- Prohibit competitions where the contest involves the consumption of liquor or where free/discounted liquor is given as prize for consumption on the premises;
- Prohibit the external advertising of free drinks, multiple drinks and / or drink discounts, including the sale price of liquor. Drinking promotions (such as happy hours) are not prohibited, provided they are conducted responsibly, do not lead to rapid or excessive consumption of alcohol, and are not advertised;
- Display signage that discourages excessive drinking such as “no more, it’s the law”;
- Conduct formal and informal staff training regarding responsible hospitality practices;
- Refuse service to patrons who are unduly intoxicated and disorderly;
- For patrons who are approaching a state of undue intoxication, assist with their departure from the venue, and call taxis if required;
- Provide access to a telephone, with the contact numbers of taxis and emergency service numbers prominently displayed.

### 4.2 RSA training

All staff involved in the service and supply of liquor must have completed Responsible Service of Alcohol training (“RSA”). Responsible service involves dispensing liquor in a reasonable manner, looking after customers and being aware of the rights of neighbours and the general community to remain undisturbed by our business.

The RSA increases our employee’s knowledge of the licensing laws, teaches the assessment of intoxication and refusal of service requirements and in turn, increases excellence of service in the hospitality industry.

The RSA Course includes the following components:

1. Why we need to be aware of and study The Responsible Service of Alcohol;



2. Comply with the legislative framework within which the business operates;
3. Know the effects of alcohol on the body and health in general, including the positive and negative impact on all parties concerned;
4. Implement RSA strategies to reduce the harm associated with liquor use on licensed premises;
5. Identify the outcomes that a licensee can measure to determine whether the Responsible Service of Alcohol strategies have been effective.

### 4.3 Children

A child is someone under the legal drinking age of 18. Minors may not be served alcohol by staff or another patron. Under the Liquor Act, minors are not permitted on licensed premises, unless it has been determined by the Director-General in writing that the child may be on the licensed premises accompanied by an adult who is the child's parent, guardian or spouse.

There are four (4) forms of photographic identification which are acceptable for proof of age:

1. A proof of age card, issued by the relevant state or Territory;
2. An Australian or foreign drivers licence which includes a photograph;
3. An Australian or foreign passport;
4. A Keypass (issued by the Victorian government).

In matters relating to proof of age, staff will have access to the *Australian ID Checking Guide*.

If a person is suspected of being a child, staff will check ID. If the person has no ID, it is safe to assume they are a child and should be refused service of alcohol.

If a person presents ID which is false, or has been tampered with, it must be confiscated. All confiscated ID must be given to the duty manager. The duty manager will complete a confiscation report and forward it with the ID(s) to Licensing NT.

If the patron is uncooperative, management and shopping centre security should be notified to deal with the situation.

### 4.4 Unduly intoxicated patrons

The Liquor Act defines a person as "drunk" if:

- a) *The person's speech, balance, coordination or behaviour appears to be noticeably impaired; and*
- b) *It is reasonable in the circumstances to believe the impairment results from the person's consumption of liquor.*

Under the Liquor Act it is an offence to:

- Sell liquor to a drunk patron;
- Supply or provide liquor to a drunk patron;
- Allow another person to supply an unduly intoxicated patron with liquor;
- Allow an unduly intoxicated patron to consume liquor.

Staff has the right to refuse service or entry to any patron who displays signs of undue intoxication, or any person who creates discomfort for other patrons.

When a drunken person is found on the premises, staff should notify the patron's friends, if possible, to make them aware of the patron's situation. If required, staff may escort the patron from the premises and assist with transport home, if requested. Assistance from crowd controllers should be obtained if there is any risk to other patrons or property.

There are substantial fines and potentially other serious consequences associated with serving liquor to children and drunk patrons. For information on these fines, staff should refer to fact sheets contained on NT Liquor & Hospitality's website ([www.nt.gov.au/industry/hospitality/liquor-offences-for-businesses](http://www.nt.gov.au/industry/hospitality/liquor-offences-for-businesses)).

#### Recognising a drunk person

Whilst the definition of "drunk" establishes a legal classification, a simpler method of determining if a person is unduly intoxicated, is by observing changes in behaviour from the effects of alcohol.

There are certain behavioural signs that a person is unduly intoxicated or approaching undue intoxication. These "*Behavioural Signs of Intoxication*" have been documented in Appendix B. If a person displays a combination of these signs, caused by the consumption of alcohol, it should be assumed that the person is drunk or approaching a drunken state. In these situations, the person must be refused service.

#### **4.5 Disorderly patrons**

Liquor cannot be sold or supplied to a disorderly patron. Disorderly patrons are not necessarily intoxicated. In fact, many incidents have been reported (ie fights, assaults or accidents where patrons are injured) where patrons had not been drinking at the premises.

A disorderly person may cause a disturbance or interfere with the enjoyment of other patrons. Disorderly patrons may come in many forms including patrons who are:

- boisterous
- aggressive
- careless
- argumentative
- violent
- under the influence of other substances

Management and staff will assess the potential for a disorderly person to inadvertently cause harm to themselves or other patrons. Their behaviour may impact on the safety of patrons and / or staff.

#### 4.6 Refusal of service

Staff and management all play a role in the refusal of service for drunk or disorderly patrons.

##### Bar/Wait Staff

Bar and wait staff must refuse service to a drunk or disorderly patron. In the event of refusal of service, the following is recommended:

- Use non-aggressive body language, tact and diplomacy. Politely inform the patron you will not serve them any more alcohol. If possible, avoid speaking to the patron in front of others.
- Don't be persuaded to give them "one last drink" after you have stated they have had enough.
- Repeat firmly, that by law, they cannot be served another drink. Offer a non-alcoholic drink.
- Point to posters, such as "No more It's The Law" in the service area to reinforce your decision, or refer to this Risk-Assessed Management Plan.
- Don't call your patron a "drunk" but warn them politely that their behaviour is unacceptable.
- Don't raise your voice – if they raise theirs, lower yours
- Notify the Approved Manager or Duty Manager.
- If considered necessary, management may impose a short term ban.
- A "pacer" (glass of non-alcoholic drink) may be recommended to a person who seems to be rapidly consuming alcohol.

If a patron is required to be evicted, ask them to leave politely. If they are uncooperative in leaving, call for assistance from the Duty Manager and /or staff to remove the patron.

If a patron is asked to leave the premises, there should be two staff members involved. Please note that "The Premises" refers to the total licensed area described on the Liquor Licence. However, staff also have a duty of care to patrons and neighbouring businesses and dwellings, which extends to the area surrounding the venue. If requested, staff will arrange a taxi for any person who has been asked to leave the premises.

## 5.0 TRAINING OF STAFF

All staff will be made aware of this document which will be used for in-house training. New and existing staff will be trained in policy and procedure, using this document as a basis. The principles of the RSA training course are reinforced by management at staff meetings and in-house training sessions. The likely format of on-going staff training will be as follows (subject to review from time to time):

- Discussion about any relevant industry updates (changes to legislation, practice or policy);
- Review and update of RSA practices;
- Reinforcement of the principles of responsible service of alcohol;
- situational analysis of how to refuse service; and
- Open discussion of any issues or ongoing matters (if required).

The *Liquor Act* expressly requires all staff involved in the service and supply of liquor to hold the Responsible Service of Alcohol (RSA) training. All relevant staff who do not hold a current RSA, must receive the required training within one month of commencing duties.

The Coffee Club, Gateway Shopping Centre, will employ a Manager or Nominee of good character and business management. The manager/nominee is responsible for ensuring compliance with the *Liquor Act* and the conditions of the liquor licence.

## **6.0 COMMUNITY IMPACT**

The Coffee Club, Gateway Shopping Centre respects its neighbours and intends to operate the business in a way which minimises disturbances to the surrounding neighbourhood. The venue is located in a commercial shopping complex with nearby shops.

The Coffee Club accepts its obligation to provide liquor responsibly. Our venue is part of the wider community and the actions of the venue should not detract from its relationship with the community.

We accept that our venue must maintain a high level of vigilance, providing guidance and exercising restraint when required.

The venue is committed to maintaining a good working relationship with any person or group who may be affected by its trading activities. The venue will make available, to any concerned person, the name and contact particulars of duty managers, owners and Approved Manager/Nominee if appropriate, and to meet with any person, to identify and address issues or concerns which may arise. The duty managers, staff and security personnel are expected to be courteous and understanding in their dealings with neighbours, regardless of the circumstances.

In consideration of the above, our goal is the creation of a mutually beneficial, economic and social relationship between the Coffee Club, Gateway Shopping Centre and the community.

***Appendix A***

## COFFEE CLUB, SHOP T29, GATEWAY SHOPPING CENTRE, PALMERSTON

### Public Interest statement - Section 6(2) Liquor Act

The following statement addresses the public interest criteria under s.6.2 of the Liquor Act.

#### **Patron Safety and Welfare**

- (a) Harm or ill-health caused to people, or a group of people, by the consumption of liquor is to be minimised;
- (b) liquor is to be sold, or sold and consumed, on licensed premises in a responsible manner;
- (c) public order and safety must not be jeopardised, particularly where circumstances or events are expected to attract large numbers of persons to licensed premises or an area adjacent to those premises;
- (d) the safety, health and welfare of persons who use licensed premises must not be put at risk;

#### **Responsible Service**

- All staff involved in the service and supply of liquor will hold a Responsible Service of Alcohol certificate ("RSA") or equivalent.
- Provide a range of low alcohol and non-alcoholic drinks which are generally cheaper than full strength alcoholic beverages;
- Make water freely available to patrons at all times;
- Provide a safe environment for staff and patrons;
- Conduct formal and informal staff training regarding responsible hospitality practices;
- No liquor shall be sold or supplied to any person under the age of eighteen;
- Liquor may be consumed only in the area designated and described in the permit.

#### **Intoxicated or Disorderly Patrons**

- Staff will be familiar with the behavioural signs of intoxication;
- No liquor shall be sold or supplied to any person who is unduly intoxicated or disorderly (refuse service);
- For patrons who are approaching a state of undue intoxication, assist with their departure from the venue, and call taxis if required;
- Refuse service or entry to any patron who displays signs of undue intoxication, or any person who creates discomfort for other patrons;
- Staff will notify the manager or security if a disorderly patron requires removal from premises.
- Staff may arrange a taxi for any person who has been asked to leave the premises.

#### **Neighbourhood annoyance, disturbance or inconvenience**

- (e) noise emanations from licensed premises must not be excessive;
- (f) business conducted at licensed premises must not cause undue offence, annoyance, disturbance or inconvenience to persons who reside or work in the neighbourhood of the premises or who are making their way to or from, or using the services of, a place of public worship, hospital or school;

- The maximum noise levels are detailed in the conditions of the liquor licence.
- The equipment used to provide entertainment noise (if any) is controlled by management and is not accessible to patrons. The Duty Manager will monitor noise levels and is responsible for ensuring that noise levels are adhered to. Any exceedances must be immediately rectified.
- Staff to encourage patrons to keep noise down.
- Bottles are not emptied into rubbish bins late at night or early in the morning.
- At closing time, staff will ensure patrons leave the venue as quickly and quietly as possible.
- The venue will make available, to any concerned person, the name and contact particulars of duty managers and owners, if appropriate, and to meet with any person, to identify and address issues or concerns which may arise.
- The manager and staff are expected to be courteous and understanding in their dealings with neighbours, regardless of the circumstances.

## COFFEE CLUB, SHOP T29, GATEWAY SHOPPING CENTRE, PALMERSTON

- (g) a licensee must comply with provisions of this Act and any other law in force in the Territory which regulate in any manner the sale or consumption of liquor or the location, construction or facilities of licensed premises, including:
- (i) by-laws made under the Local Government Act; and
  - (ii) provisions of or under the Planning Act;

- The premise is not located in a restricted area;
- The licensee will comply with the conditions of the liquor licence at all times;
- The premise has planning approval under the provisions of the relevant planning scheme and the requirements of the Planning Act.

- (h) each person involved in the business conducted at licensed premises must receive suitable training relevant to the person's role in the conduct of the business;

- All staff involved in the service and supply of liquor must have completed Responsible Service of Alcohol training ("RSA") or equivalent.

- (i) the use of credit in the sale of liquor must be controlled;

- Credit for the sale of alcohol will not be offered

- (j) practices which encourage irresponsible drinking must be prohibited;

- (k) it may be necessary or desirable to limit any of the following:

- the kinds of liquor that may be sold;
- the manner in which liquor may be sold;
- the containers, or number or types of containers, in which liquor may be sold;
- the days on which and the times at which liquor may be sold;

- Prohibit promotions which encourage excessive consumption of liquor;
- Prohibit competitions where the contest involves the consumption of liquor or where free/discounted liquor is given as prize for consumption on the premises;
- Drinks that encourage irresponsible drinking habits eg test tubes or other non-standard measures will not be sold;
- Display signage that discourages excessive drinking;
- All spirits must be sold and supplied in measures of 15ml or 30ml or in a pre-packaged, premixed form.

- (l) it may be necessary or desirable to prohibit persons or limit the number of persons who may be on licensed premises, on any particular part of licensed premises or in an adjacent area subject to the control of the licensee;

The maximum number of patrons to be accommodated in the venue is 98 patrons (seated). Staff and/or security will conduct head counts to ensure patron numbers are not exceeded.

- (m) it may be necessary or desirable to prohibit or limit the entertainment, or the kind of entertainment, which may be provided on licensed premises or in an adjacent area under the control of the licensee;

Entertainment will be consistent with the use of the premises as a café / restaurant. Limiting entertainment is not considered necessary when the venue maintains it's primary purpose.

- (n) it may be necessary or desirable to prohibit or limit promotional activities in which drinks are offered free or at reduced prices.

Refer to j) and k) above.



## *Appendix B*

## Behavioural signs of Intoxication

There are many signs to look for when considering if a person is unduly intoxicated. This means observing a patron's speech, coordination, balance and behaviour. The amount of liquor that each person consumes before becoming unduly intoxicated varies. The signs of intoxication may be influenced by gender, age, size, health, state of mind, rate of drinking, food consumed, medication and / or frequency of drinking. You may consider the following signs when assessing if someone is unduly intoxicated, but this is not a definitive list.

SPEECH	BALANCE	COORDINATION	BEHAVIOUR
<ul style="list-style-type: none"> <li>Incoherent or muddled speech</li> <li>Loss of train of thought</li> <li>Rambling or unintelligible conversation</li> <li>Slurring words</li> </ul>	<ul style="list-style-type: none"> <li>Bumping into or knocking over furniture or people</li> <li>Falling down or cannot stand</li> <li>Difficulty walking straight</li> <li>Staggering or stumbling</li> <li>Swaying uncontrollably</li> <li>Unsteady on feet</li> </ul>	<ul style="list-style-type: none"> <li>Difficulty counting or paying money and fumbling change</li> <li>Difficulty opening or closing doors</li> <li>Dropping drinks</li> <li>Inability to find mouth with a glass</li> <li>Spilling drinks</li> </ul>	<ul style="list-style-type: none"> <li>Aggressive</li> <li>Annoying/pestering others</li> <li>Argumentative</li> <li>Bad tempered</li> <li>Belligerent</li> <li>Confused</li> <li>Difficulty paying attention</li> <li>Disorderly</li> <li>Drowsiness or sleeping at a bar/table</li> <li>Inappropriate sexual advances</li> <li>Loss of inhibition</li> <li>Exuberant</li> <li>Loud/boisterous</li> <li>Not understanding normal conversation</li> <li>Offensive, including the use of offensive language</li> <li>Overly friendly</li> <li>Physically violent</li> <li>Rude</li> <li>Vomiting</li> </ul>

If other causes of undue intoxication (known or stated) are absent, a person's attendance at the licensed premises - seeking to purchase or consume liquor - is reasonable grounds for believing that their signs of undue intoxication are the result of consuming liquor, drugs or another intoxicating substance.

Speaking to a person about the possible causes for their signs of intoxication is important in meeting your obligations under the Liquor Act. It also ensures that you do not unlawfully discriminate against a person with mental or physical impairments.

Your observations of the quantity, rate and type of liquor consumed by a patron on the premises can help inform your assessment of whether that person is unduly intoxicated. However, a patron may arrive at the premises having already consumed liquor (or other intoxicating substances) or you may not have seen their previous consumption at the premises. For this reason, the fact that they have been seen consuming little or no liquor at the premises may not be relevant to your assessment of undue intoxication.

**ITEM NUMBER:** 13.1.2 Liquor Licence Application - Liquorland, Oasis Shopping Centre, Lot 1219 (15) Temple Terrace, Palmerston City

**FROM:** Acting Director of Technical Services

**REPORT NUMBER:** 8/1312

**MEETING DATE:** 3 October 2017

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**Municipal Plan:**

2. Economic Development

2.3 City Planning

2.3 We are committed to effective and responsible city planning which balances and meets both residential and commercial needs in our community

3. Environment & Infrastructure

3.2 Assets and Infrastructure

3.2 We are committed to maintaining and developing community assets and infrastructure which meet the needs of our community

**Summary:**

This report outlines issues to be considered by Council in regard to the liquor licence application lodged for Liquorland Lot 1219 (15) Temple Terrace, Palmerston City, located at the Oasis Shopping Centre, Palmerston.

**RECOMMENDATION**

1. THAT Council receives Report Number 8/1312.
2. THAT Council endorses Attachment A to Report Number 8/1312.

**Background:**

This application covers a new liquor licence for Liquorland (Australia) Pty Ltd for the store within the Oasis Shopping Centre on the corner of Chung Wah Terrace and Temple Terrace, Palmerston NT. The premises has been recently vacated by Woolworths and it's associated liquor outlet, BWS. The Oasis centre is now developing a Coles supermarket, and subsequently are moving their associated liquor outlet, Liquorland, into the area previously tenanted by the Woolworths BWS store.

The primary business is that of a store liquor licence for the purchase of liquor to be taken away from the premises. The total area of the store for sale of liquor will be 190 square metres. Trading hours would be Monday to Friday between the hours of 10:00hrs to 22:00hrs, Saturday and Public Holidays between the hours of 09:00hrs and 22:00hrs, with no liquor trading on Sunday, Good Friday or Christmas Day.

**General:**

Section 47F (2) of the Liquor Act indicates that “an objection may only be made on the ground that the grant of the licence may or will adversely affect:

- (a) the amenity of the neighbourhood where the premises the subject of the application are or will be located; or
- (b) health, education, public safety or social conditions in the community.”

**Assessment of merit of proposal**

In considering the proposed premises has held a liquor licence for a similar associated takeaway store outlet since 1996, it is expected that the new venture will operate in much the same manner as the previous establishment in that location. There are no expectations that the subject proposal will result in any negative changes to the amenity of the neighbourhood or the health, education, public safety or social conditions in the community. As such, no objection is raised for granting of the liquor licence.

**Financial Implications:**

There are no financial implications for Council as a result of this proposal.

**Legislation/Policy:**

There are no legislation or policy implications for Council as a result of this proposal.

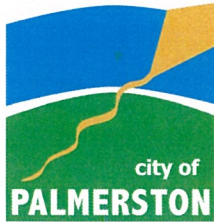
**Recommending Officer:** Malcolm Jones, Acting Director of Technical Services

Any queries on this report may be directed to Malcolm Jones, Acting Director of Technical Services on telephone (08) 8935 9958 or email [malcolm.jones@palmerston.nt.gov.au](mailto:malcolm.jones@palmerston.nt.gov.au).

**Schedule of Attachments:**

- Attachment A: Council's letter of comment for a liquor licence application for Liquor Licence Lot 1219 (15) Temple Terrace, Palmerston City, Application for a New Liquor Licence – Liquorland
- Attachment B: Liquor Licence Application.





Telephone  
(08) 8935 9922

Facsimile  
(08) 8935 9900

Email  
[palmerston@palmerston.nt.gov.au](mailto:palmerston@palmerston.nt.gov.au)

Civic Plaza  
1 Chung Wah Terrace

[www.palmerston.nt.gov.au](http://www.palmerston.nt.gov.au)

## Attachment A

Please include the following reference in all correspondence

ID: \*MJ:ws\* 22/09/2017 - P1219

22/09/2017

Mr Jeff Verinder  
Licensing NT  
Department of Attorney-General and Justice  
GPO Box 1154  
DARWIN NT 0801

Dear Jeff

Liquor Licence  
Lot 1219 (15) Temple Terrace, Palmerston City  
Application for a New Liquor Licence – Liquorland

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Thank you for the Liquor Licence Application referred to this office on 1 September 2017, concerning Lot 1219 (15) Temple Terrace, Palmerston City. This letter will be placed before Council at its next meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council **does not object** to the granting of a liquor licence for a take away outlet associated with a supermarket at a premise that has, until recently, held a liquor licence for another take away outlet associated with a supermarket since 1996. It is expected that the new venture will operate in much the same manner as the previous establishment in that location.

If you require any further discussion in relation to this application please feel free to contact me on 8935 9922.

Yours sincerely

Malcolm Jones  
A/Director of Technical Services

Please address all  
correspondence to  
Chief Executive Officer  
PO Box 1  
Palmerston NT 0831  
ABN 42 050 176 900

Manager  
Planning Department  
Palmerston Council

[palmerston@palmerston.nt.gov.au](mailto:palmerston@palmerston.nt.gov.au)

**Director-General of Licensing**

Level 3, NAB House,  
71 Smith Street  
Darwin NT 0800

**Postal Address**

GPO Box 1154  
DARWIN NT 0801

T 08 8999 1800

F 08 8999 1888

E [Director-  
GeneralofLicensing.DOB@nt.gov.au](mailto:Director-GeneralofLicensing.DOB@nt.gov.au)

File Ref: TRM No.

Dear Sir/Madam

**RE: Application for a New Liquor Licence – Liquorland**

An application for a new “Store” Liquor Licence has been received from Liquorland (Australia) Pty Ltd, for premises to be known as Liquorland, located at the Oasis Shopping Centre, Corner Chung Wah Terrace and Temple Terrace, Palmerston, NT. In simple terms, Woolworths and its associated liquor store, BWS, have vacated the shopping centre and Coles and their liquor store, Liquorland, will move into the shop and area previously tenanted by Woolworths.

Please provide any comments you might have in relation to the application taking into account the Objects of the Liquor Act (the Act) as defined in section 3 of the Act. Your comments should relate to matters the Director-General must consider when assessing an application, as detailed in section 6 and 28 of the Act.

If lodging an objection to the application or wanting to raise concerns in relation to neighbourhood amenity, this would be dealt with by way of an objection under section 47F of the Act.

A copy of the Application (including the applicant’s response to section 6), advertisement and site plans are enclosed for your reference. A copy of section 3, 6 and 28 of the Act are also attached.

Your comments or objection, if any, should be received no later than 2 October 2017.

If you require any further information in relation to the above, please contact Jeff Verinder, Principal Liquor, Gaming & Racing Licensing Officer by telephone on 89991805 or via email

[AGD.LRASComplianceDWN@nt.gov.au](mailto:AGD.LRASComplianceDWN@nt.gov.au)

Yours faithfully

Jeff Verinder  
Principal Liquor, Gaming & Racing Licensing Officer  
25 September 2017

## Section 3. Objects

- (1) The primary object of this Act is to regulate the sale, provision, promotion and consumption of liquor –
- (a) so as to minimise the harm associated with the consumption of liquor; and
  - (b) in a way that takes into account the public interest in the sale, provision, promotion and consumption of liquor.
- (2) The further objects of this Act are –
- (a) to protect and enhance community amenity, social harmony and wellbeing through the responsible sale, provision, promotion and consumption of liquor;
  - (b) to regulate the sale of liquor in a way that contributes to the responsible development of the liquor and associated industries in the Territory; and
  - (c) to facilitate a diversity of licensed premises and associated services for the benefit of the community.
- (3) When the Director-General exercises a power or performs a function under this Act, the Director-General must have regard to the objects of this Act and must exercise the power and perform the function in a way that is consistent with those objects.

## Section 6. Public interest criteria in respect of licence or licensed premises

- (1) When the Director-General has regard to the objects of this Act in –
- (a) considering or determining an application under this Act in respect of a licence or licensed premises; or
  - (b) determining the conditions of a licence,
- the Director-General must, when taking into account the public interest in the sale, provision, promotion and consumption of liquor, consider any of the criteria specified in subsection (2) that are relevant to the application or conditions.
- (2) For subsection (1), the criteria are the following:
- (a) harm or ill-health caused to people, or a group of people, by the consumption of liquor is to be minimised;
  - (b) liquor is to be sold, or sold and consumed, on licensed premises in a responsible manner;
  - (c) public order and safety must not be jeopardised, particularly where circumstances or events are expected to attract large numbers of persons to licensed premises or an area adjacent to those premises;
  - (d) the safety, health and welfare of persons who use licensed premises must not be put at risk;
  - (e) noise emanations from licensed premises must not be excessive;
  - (f) business conducted at licensed premises must not cause undue offence, annoyance, disturbance or inconvenience to persons who reside or work in the neighbourhood of the premises or who are making their way to

or from, or using the services of, a place of public worship, hospital or school;

(g) a licensee must comply with provisions of this Act and any other law in force in the Territory which regulate in any manner the sale or consumption of liquor or the location, construction or facilities of licensed premises, including –

(i) by-laws made under the Local Government Act; and

(ii) provisions of or under the Planning Act;

(h) each person involved in the business conducted at licensed premises must receive suitable training relevant to the person's role in the conduct of the business;

(i) the use of credit in the sale of liquor must be controlled;

(j) practices which encourage irresponsible drinking must be prohibited;

(k) it may be necessary or desirable to limit any of the following:

(i) the kinds of liquor that may be sold;

(ii) the manner in which liquor may be sold;

(iii) the containers, or number or types of containers, in which liquor may be sold;

(iv) the days on which and the times at which liquor may be sold;

(l) it may be necessary or desirable to prohibit persons or limit the number of persons who may be on licensed premises, on any particular part of licensed premises or in an adjacent area subject to the control of the licensee;

(m) it may be necessary or desirable to prohibit or limit the entertainment, or the kind of entertainment, which may be provided on licensed premises or in an adjacent area under the control of the licensee;

(n) it may be necessary or desirable to prohibit or limit promotional activities in which drinks are offered free or at reduced prices.

(3) Also, the Director-General must consider –

(a) any other matter the Director-General believes is relevant to the public interest in the sale, provision, promotion and consumption of liquor in respect of the application or conditions under consideration; and

(b) any information or matter contained in an application, or otherwise provided or raised by the applicant, which is relevant to the public interest in the sale, provision, promotion and consumption of liquor.

#### Section 28. Assessment of applications

(1) The Director-General must conduct or cause to be conducted the investigations it considers necessary to enable it to make a proper assessment of an application for a licence.

(2) The Director-General must consider an application for a licence, the accompanying affidavit made under section 26A and the results of investigations conducted in relation to the application and make an assessment of the following matters:

(a) the suitability of the premises in respect of which the application is made, having regard to any law of the Territory which regulates in any



manner the sale or consumption of liquor or the location, construction or facilities of premises which are used for that purpose;

- (b) if the applicant is a natural person – the financial stability, general reputation and character of the applicant;
- (c) if the applicant is a body corporate – the business reputation and financial stability of the body corporate and the general reputation and character of the secretary and executive officers of the body corporate;
- (d) if the applicant is a federation of clubs – the business reputation and financial stability of each constituent club and the general reputation and character of the secretary and executive officers of each constituent club;
- (e) whether the applicant is a fit and proper person to hold a licence;
- (f) if a person is referred to in the affidavit under section 26A – whether that person is a fit and proper person to be an associate of a licensee;
- (g) if the Director-General considers it appropriate – whether any other associate of the applicant is a fit and proper person to be an associate of a licensee;
- (h) if the applicant has nominated a person under section 25(2) to be its manager – whether that person is a fit and proper person to be the manager.

(3) In assessing whether an applicant is a fit and proper person to hold a licence, the Director-General must have regard to any matters prescribed by the Regulations relevant to that assessment.

(4) The Director-General may require an applicant, a nominee manager of the applicant or an associate of the applicant to provide the Director-General with the additional information or material that the Director-General considers necessary to make a proper assessment of the application.

# Application for the Grant of a Liquor Licence

## Liquor Act

Application for the Grant of a Liquor Licence			
<b>1. Application details</b>			
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>		
Full name of applicant	Liquorland (Australia) Pty Ltd ACN 007 512 414 'Liquorland'		
Address of applicant	Principal Place of Business: 800-838 Toorak Road, Hawthorn East VIC 3123		
Postal address of applicant	Registered address: 'Brookfield Place Tower 2' Level 14 123 St Georgos Terrace PERTH WA 6000		
Telephone	Tim O'Meara Legal Counsel 03 9829 6664	Facsimile	NA
Email	<a href="mailto:tim.omeara@coles.com.au">tim.omeara@coles.com.au</a>	Website	<a href="http://www.liquorland.com.au">www.liquorland.com.au</a>
Full name and address of Nominee (if applicable)	Nominee is yet to be appointed. Liquorland's usual practice is to appoint a Nominee approximately six (6) to eight (8) weeks prior to a store opening. Liquorland has a Nominee for each of its other liquor licences held in the Northern Territory and there is the possibility that one of Liquorland's other Nominees will be temporarily appointed as Nominee for this store (should the licence applied for be granted).		
Address/location of proposed licensed premises	Oasis Shopping Village Corner Temple Terrace and Chung Wah Terrace Palmerston Northern Territory		
Trading name of proposed licensed premises	Liquorland		
Nature of business associated with licence applied for (e.g. supermarket, hotel, etc.)	Liquor retail store adjoining Coles Supermarket (Coles Supermarkets Australia Pty Ltd trading as Coles)		
Type of licence applied for:			
1. For consumption on premises	Yes <input type="checkbox"/>	✓ No	
2. For consumption away from premises	✓ Yes	No <input type="checkbox"/>	
3. For consumption on and away from premises	Yes <input type="checkbox"/>	✓ No	
Proposed conditions sought or volunteered by the Licensee			

## Application for the Grant of a Liquor Licence

<b>Application for the Grant of a Liquor Licence</b>
Same conditions as Licence No. 80918948 (Liquorland Coolalinga)
Will any other person or entity have a financial interest in the business? If so, provide details:
Ultimate Holding Company of Liquorland: <b>Wesfarmers Limited (ACN 008 984 049)</b> Shareholders: <b>Coles Group Limited (ACN 004 089 936)</b>
Is applicant or any member of the applicant directly or indirectly interested in or concerned with any other licence? If so, provide details:
<p>The Applicant also holds the following licences in the Northern Territory:</p> <ol style="list-style-type: none"> <li>1. Licence No. 80917125: Mitchell Centre First Date of Issue 9 June 2003 Date of Effect 11 February 2014</li> <li>2. Licence No. 80903416 Northlakes First Date of Issue 12 February 1993 Date of Effect 6 May 2014</li> <li>3. Licence No. 80903600 Casuarina Village First Date of Issue 6 January 1997 Date of Effect 23 September 2013</li> <li>4. Licence No. 80901729 Alice Springs First Date of Issue 14 June 1991 Date of Effect 9 February 2012</li> <li>5. Licence No. 80900175 Casuarina Shopping Centre First Date of Issue 16 August 1990 Date of Effect 31 March 2014</li> <li>6. Licence No. 81000258 Vintage Cellars (Darwin City) First Date of Issue 22 August 1990 Date of Effect 26 March 2014</li> <li>7. Licence No. 80903361 Palmerston First Date of Issue 20 September 1990 Date of Effect 10 July 2014</li> <li>8. Licence No. 80918948 Coolalinga First Date of Issue 16 October 2015 Date of Effect 12 May 2017</li> </ol>

## Application for the Grant of a Liquor Licence

**Application for the Grant of a Liquor Licence**

Have any of the applicants (including directors of companies or committee members of club) ever been arrested, charged or summonsed for an offence (exclude spent convictions)? If so, provide details:

Nil applicable

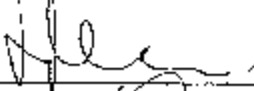

Have any of the applicants (including directors of companies or committee members of club) ever been a defendant in a civil lawsuit for breach of duty of care? If so, provide details:

Nil applicable

Have any of the applicants (including directors of companies or committee members of club) ever been the subject of any action pursuant to the provisions of bankruptcy legislation? If so, provide details:

Nil applicable

I/We the applicant(s) described above, hereby apply for the grant of the above licence.

Signature of applicant(s)	Director 	Date	1/8/2017
Signature of applicant(s)	Director Secretary  Greg Davis	Date	18/7/2017
Signature of applicant(s)		Date	

**2. For office use only**

File number		Date received	
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## Application for the Grant of a Liquor Licence

<b>3. Application by a Body Corporate to appoint manager/nominee</b>			
Full name of applicant			
Trading name of premises			
Address/location of premises			
<b>4. Nominated persons details</b>			
Full Name and any alias(es) of proposed manager/nominee			
Date of birth		Place of birth	
Address			
Occupation			
Phone		Facsimile	
Mobile		Email	
Length of time in the Northern Territory		Period of residence in Australia	
If naturalised, can papers be produced?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
What is your marital status? (including de facto)			
Name of Spouse (including de facto)			
Occupation of spouse/de facto			
If licence granted, does proposed manager/nominee intend to follow another trade or profession?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has proposed manager/nominee had experience in the conduct of licensed premises?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, provide details			
Will the proposed manager/nominee have a financial interest in the business?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the proposed manager/nominee directly or indirectly interested in or concerned with any other licence?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes provide details			

Has the proposed manager/nominee ever been arrested, charged or summonsed for an offence anywhere <i>(exclude spent convictions)</i> ? If so, provide details:			
Has the proposed manager/nominee ever been convicted of any offence anywhere <i>(exclude spent convictions)</i> ? If so, provide details:			
Has the proposed Manager/Nominee ever been a party in a civil law suit <i>(exclude spent convictions)</i> ? If so, provide details:			
Has the proposed manager/nominee ever been dismissed / discharged or asked to resign from any employment? If so, provide details:			
Has the proposed manager/nominee completed a Responsible Service of Alcohol Course? If yes, attach relevant certificate.			Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide one personal profile / resume detailing a minimum of last 10 years work history and four (4) written references to be made up of two (2) business references and two (2) personal references. These are to be attached with this application.			
Signature of proposed manager/nominee		Date	

<b>5. Statement of display</b>			
To be completed after the expiry of the 30 day display period of the public notice ( <i>Green Sign</i> ) erected at a prominent part of the proposed premises to be licensed.			
I, ( <i>insert full name</i> )			
of ( <i>insert address</i> )			
In the Northern Territory, being the applicant or acting for and behalf of the applicant, who has applied for the grant/variation of a licence for the premises known or to be known as ( <i>insert name of premises</i> )			
And situated at ( <i>insert address of premises</i> )			
State that:			
1. The above application was lodged with the Director-General of Licensing on the			
	day of		20
2. A public notice ( <i>Green Sign</i> ) was displayed on the premises or site to which the application relates on the			
	day of		20
3. The public notice was continuously and conspicuously displayed during the period of 30 days until			
	day of		20
Signature		Date	
Full name ( <i>in block letters</i> )			

## Application for the Grant of a Liquor Licence

### 6. Notice In Accordance with the *Information Act* (Information Privacy Principle 1)

Licensing NT is seeking information from you for the purposes of your application. Information Privacy Principle 1 (IPP 1) requires that a public sector organisation must not collect personal information unless the information is necessary for one or more of its functions or activities. If personal information about an individual is collected from the individual, the organisation must take reasonable steps to ensure that the individual is aware of certain matters. For the purposes of IPP 1, the following advice is provided.

- a) You are able to access your personal information that you have provided by making a written request to the Director-General of Licensing.
- b) The information is required pursuant to the *Liquor Act*. The Act requires that certain matters must be considered when deciding whether or not to approve an application.
- c) The information will be kept confidential except as follows:
  - i. Information may be sought from police, government agencies, interstate licensing authorities, or referees or other persons nominated by you. Information may be released to those sources to the extent necessary to verify information about you and your application.
  - ii. Registers of licences and permits will be maintained and may be made available to the public on request.
- d) You do not have to provide information if you do not wish to do so. However, an application may not be approved if there is insufficient information to properly determine the matter in accordance with the Act.

### 7. Application notes

1.	Applicants should note that the grant of a licence will not be considered by the Director-General of Licensing unless all of the requirements set out in this application form and as may be additionally advised by the Director-General has been satisfied. The list below is intended as a basic guide only. The Director-General may require additional information at any stage of the process.	
2.	Applicants are entitled to apply for an "in principle" liquor licence in limited circumstances where for example the premises that is to be licensed is under construction. In such circumstances the licensing inspector responsible for your application will determine what of the listed requirements must be submitted before your application will be considered.	
3.	These application notes and the checklists within are to be submitted with the application.	
4.	The following are documents that must be lodged with the application:	
a)	Completed application form	Yes <input checked="" type="checkbox"/>
b)	Payment of the liquor licence application statutory fee*	Yes <input checked="" type="checkbox"/>
c)	Affidavit referred to in Section 28A of the <i>Liquor Act</i> . The affidavit must be in the form of a statutory declaration. Licensing inspectors are available to offer assistance should it be required.	Yes <input checked="" type="checkbox"/>
d)	Site and floor plans ( <i>drawn in accordance with the attached approved guidelines.</i> )	Yes <input checked="" type="checkbox"/>
e)	Proof of title, lease or right to occupy the premises. ( <i>Note: if an applicant seeks to provide a copy of a contract for the sale of land or a lease of the relevant premises such documentation must be legally executed.</i> )	Yes <input checked="" type="checkbox"/>



f)	Photocopies of relevant identification of applicants and nominated managers, which may be current driver's licence, passport or birth certificate extract.	N/A
g)	<p>Proof that the applicant(s) have undertaken a fingerprint check and have submitted an authority to release criminal history to the Northern Territory Police, with return address of the fingerprint check noted as:</p> <p>Manager Territory Business Centre GPO Box 9800 Darwin NT 0801</p> <p>Or</p> <p>Manager Territory Business Centre PO Box 9800 Alice Springs NT 0871</p> <p><b>Note:</b> Where the applicant is a company the director(s) and proposed nominated manager(s) must undertake fingerprint checks, unless waived; or Where the applicant is an incorporated association, a fingerprint check is to be completed by the president, treasurer, secretary and proposed nominated manager.</p> <p>i) The original form is submitted. Photocopy or faxed copies will not be accepted. A photocopy of either a driver's licence or birth certificate must be submitted with every criminal history form.</p> <p>ii) All details are printed clearly</p> <p>iii) All sections of the form are completed</p> <p>iv) All relevant signatures appear on the form</p> <p>No wording of this form is to be altered or deleted in any way</p>	N/A
h)	Evidence of the financial stability of the applicant(s). A recent statement of assets and liabilities is the minimum requirement, preferably with an appropriate letter from the applicant's bank and/or accountant addressing the question of the applicant's financial stability.	N/A
i)	Evidence of managerial capacity to conduct the proposed business e.g. a curriculum vitae or resume of each of the applicants	N/A
j)	Where the applicant is a person or person(s), at least two references attesting to the general reputation and character of the applicant(s). Where the applicant is a body corporate, at least two references attesting to the business reputation of the applicant.	N/A
k)	<p>Description of business to be conducted, detailing the proposed business to be conducted and containing details of proposed method of operation including hours of trade, services to be provided, type of liquor to be stored, overall theme/concept to be utilised for the business/premises, style of service, plans for dealing with risks/problems e.g. for "nightclub type premises" – how illicit drug prevention measures will be undertaken and the like. This should also include full details of camera surveillance if the premises is to be late night trading.</p> <p>The information sought above is generally contained in the business plan of the premises, which should also accompany this application. Assistance in preparing business plans can be obtained by contacting the Business Services Division of the Department of Business.</p>	Yes <input checked="" type="checkbox"/>

l)	Public interest – applicants must demonstrate in the application that the grant of the licence will be in the public interest by providing information about any relevant criteria referred to in section 6(2) of the <i>Liquor Act</i> and any other matter relevant to the public interest in the sale, provision, promotion and consumption of liquor. The applicant should refer to section 6 and 26(3) of the <i>Liquor Act</i> to identify those matters the Director-General of Licensing must consider when determining an application.	Yes <input checked="" type="checkbox"/>
m)	Certificate from the Development Consent Authority confirming that town planning approval has been given for the proposed liquor licensed premises at the relevant address of the proposed premises; or Certificate of Occupancy	N/A
n)	Business name certificate of registration and business names extract	Yes <input checked="" type="checkbox"/>
o)	Certificate of registration as a food business, if applicable	N/A
p)	Boarding house certificate, if applicable	N/A
7.	Additional documents to be lodged where the applicant is a company:	
a)	Original recent company search document issued by the Australian Securities and Investment Commission (ASIC) showing particulars of the applicant company's directors, shareholders, registered company address and securities registered against company assets.	Yes <input checked="" type="checkbox"/>
b)	Nominee application form signed by the proposed nominee of the company ( <i>form attached</i> ) and two written business references and two personal references	To be provided in due course
c)	Separate references attesting to the general reputation and character of each of the directors, the secretary and the executive officers.	N/A
8.	<del>Additional documents to be lodged where the applicant is an incorporated association (club):</del>	
a)	<del>Copy of the certificate of incorporation</del>	<del>Yes <input type="checkbox"/></del>
b)	<del>Copy of the registered constitution of the incorporated association, which shall contain relevant clauses and terms as required by the attached guideline</del>	<del>Yes <input type="checkbox"/></del>
c)	<del>Nominee application form signed by the proposed nominee of the incorporated association (<i>form attached</i>) and two written business references and two written personal references. References may be checked and verified.</del>	<del>Yes <input type="checkbox"/></del>
9.	<del>Additional documents and requirements where the applicant(s) are in partnership:</del>	
a)	<del>Copy of the partnership agreement (<i>if in existence</i>)</del>	<del>Yes <input type="checkbox"/></del>
b)	<del>A declaration in the form of a letter to the Director-General of Licensing and signed by all partners, nominating a partner who will be the sole contact for Licensing NT to deal with for all matters relevant to the liquor licence and the licensed premises.</del>	<del>Yes <input type="checkbox"/></del>

10.	Documents required prior to consideration of application:	
a)	Copies of advertisements of the proposed liquor licence application placed in relevant newspapers or other form of media (where required by the Director-General of Licensing). Licensing inspectors will assist the applicant in drafting the relevant advertisement and advise where the advertisements should be placed i.e. NT News, Centralian Advocate, Katherine Times, Kununurra Times etc. Applicants should make every effort to attend to this requirement as soon as possible after the application has been lodged, as an application will not be considered until such time as the advertising period has closed and the community has had the opportunity to object to the application. Other documentation and requirements can be submitted while the advertising period is running.	Yes <input type="checkbox"/>
b)	Signed declaration (form enclosed) that the public notice "Green Sign" has been erected at a prominent external area of the proposed premises and has been displayed for a 30 day period coinciding with the advertisements. "Green Signs" will be provided by a licensing inspector. Random checks are undertaken to ensure that "Green Signs" are erected in a prominent external area of the proposed premises.	Yes <input type="checkbox"/>
11.	Further requirements:	
a)	Licensee or nominee to sit examination on knowledge of the <i>Liquor Act</i> and licence conditions. (Contact Licensing NT for further details and to book an appointment for the test)	To be completed in due course
b)	A Licensee (or if a body corporate, its nominee) will be required to have completed a responsible service of alcohol course before commencing trading operations under any liquor licence. (list of providers attached)	To be completed in due course
c)	Inspection of proposed licensed premises by licensing inspectors	To be completed in due course
d)	Certain venues are required to have camera surveillance therefore applicants need to inform themselves of this requirement. Refer to the Camera Surveillance Guidelines fact sheet or Inquire at a Territory Business Centre or Licensing NT office.	Yes <input checked="" type="checkbox"/>
12.	Guidelines – Site and Floor Plans	
a)	A floor plan of the proposed or existing premises: i) drawn to a scale or scales considered by the Director-General Licensing to be adequate for the relevant detail; ii) showing each level/area of the premises to which the application relates, showing fixtures and the use of all rooms; and iii) shall delineate the proposed licensed premises in red.	Yes <input checked="" type="checkbox"/>

b)	<p>A Site Plan showing:</p> <ul style="list-style-type: none"> <li>i) showing an outline (<i>delineated in red</i>) of every building to which the application relates;</li> <li>ii) the boundary of the land on which those premises are or are to be situated;</li> <li>iii) the front entrance of every building on those premises;</li> <li>iv) the names of adjacent streets;</li> <li>v) features such as swimming pools and other outdoor areas on those premises.</li> </ul>	Yes <input checked="" type="checkbox"/>
c)	The floor plan and the site plan shall be professionally drawn plans by an appropriately qualified architect, surveyor, town planner, engineer or draftsman.	Yes <input checked="" type="checkbox"/>
d)	The Director-General of Licensing may in certain limited circumstances waive full compliance with this guideline. If an applicant wishes to apply for a waiver from the Director-General they should do so in the form of a letter setting out their reasons as to why they cannot fully comply with this guideline.	N/A
<p>It should be understood that these plans will be made available for inspection by members of the public at all stages of the application and approval process. In the event that the Director-General of Licensing grants a liquor licence, the plans will be held by the Director-General and will remain available for public inspection, upon request.</p>		
13.	<b>Director-General of Licensing requirements for "club" constitutions</b>	
<p>Applicants seeking to apply for a class of liquor licence known as a club licence are required to submit to the Director-General of Licensing a copy of their constitution which shall contain clauses or provisions as follows:</p>		
a)	<del>The rules of a club must provide that a visitor to a club must not be supplied with liquor in the club premises unless the visitor is a guest in the company of a member</del>	Yes <input type="checkbox"/>
b)	<del>The rules of a club, except in the case of a club primarily for a sporting purpose, must provide that a person under the age of 18 years shall not be admitted to the membership of the club</del>	Yes <input type="checkbox"/>
e)	<del>The rules of the club must provide for a management committee of the club be elected for a term of not less than 12 months by members or a class of members constitutionally entitled.</del>	Yes <input type="checkbox"/>
d)	<del>The rules of the club must provide for the keeping of records of guests</del>	Yes <input type="checkbox"/>
e)	<del>The rules of the club must provide for the appointment of a secretary</del>	Yes <input type="checkbox"/>
f)	<del>Acceptable procedures for the admission of new members that are consistent with the club's core objectives and operations</del>	Yes <input type="checkbox"/>
14.	<b>Who may sign the application form?:</b>	
<p>Where the Applicant is:</p> <ul style="list-style-type: none"> <li>a) a natural person – the natural person</li> <li>b) a partnership – as per the partnership agreement, otherwise, all of the partners</li> <li>c) a company – at least one of the directors and the secretary (<i>common seal not required</i>)</li> <li>d) an incorporated association – the secretary and one other member of the committee</li> </ul> <p>When the signatory is the sole proprietor of a company, this should be noted alongside the proprietor's signature.</p>		
15.	Do you intend to apply for a gaming machine licence?	

~~Under section 24(1)(d) of the Gaming Machine Act, an applicant can apply for a gaming machine licence at the same time as their application for a liquor licence if the liquor licence they have applied for is:~~

- ~~a) a hotel liquor licence; or  
b) a club liquor licence~~

~~You may make an application for a gaming machine licence concurrent with this application and have both applications considered by the Director General of Licensing at one time.~~

~~If you wish to exercise this option please ask for a supplementary gaming machine licence application form. It should be noted that you will not be required to satisfy requirements already met in the liquor application.~~

46. Do you intend selling tobacco products?

~~If you intend selling tobacco products you are required to obtain a retail tobacco licence. You should make yourself aware of your obligations to comply with the Tobacco Control Act and regulations.~~

~~Information can be obtained from the smoke free website, <http://www.smokefree.nt.gov.au>~~

~~An application form can be obtained from a Territory Business Centre or from the Licensing NT website.~~

17. Responsible service of alcohol course providers as at December 2014

**Training Plus NT**

ABN: 37 620 097 688

NTIS code: 70035

Caretakers' Residence

Nakara Primary School

Nakara Terrace

Nakara NT 0810

PO Box 42023

Casuarina NT 0811

Phone 0406 548 224 Email [tony@trainingplusnt.com](mailto:tony@trainingplusnt.com)

Website <http://www.trainingplusnt.org.au>

Method of delivery

- In person
- Online

**Charles Darwin University**

ABN: 54 093 513 649

NTIS code: 0373

Tourism, Hospitality, Sport & Recreation (Top End)

Palmerston Campus

University Avenue

Palmerston NT 0830

Phone 08 8946 7526 Facsimile (08) 8946 7833

Email [tour\\_hosp\\_recreation-topend@cdu.edu.au](mailto:tour_hosp_recreation-topend@cdu.edu.au)

Method of delivery

- In person
- Post

**Alice Springs**

Tourism & Hospitality (Central)

Grevillea Drive

Alice Springs NT 0870

Phone (08) 8959 5200 Facsimile (08) 8959 5240

Email [nick.desilva@cdu.edu.au](mailto:nick.desilva@cdu.edu.au)

Method of delivery	• In person		
<b>Karen Sheldon Catering Pty Ltd</b> ABN: 21 117 356 779 NTIS code: 70045 Kantillas Function Centre Level 3 TIO Stadium Marrara NT 0812 PO Box 2351 Parap NT 0804			
Phone	(08) 8945 6048	Facsimile	(08) 8927 5799
Mobile	0437 525 797	Email	<a href="mailto:info@karensheeldontraining.com">info@karensheeldontraining.com</a>
Method of delivery	• In person		
<b>8. Lodgement details</b>			
Once the application is complete it must be lodged at a Territory Business Centre with the prescribed fee at:			
<b>Darwin</b> Ground Floor, Development House 76 The Esplanade Darwin GPO Box 9800 Darwin NT 0801 t: (08) 8982 1700 f: (08) 8982 1725 Toll free: 1800 193 111 e: <a href="mailto:territory.businesscentre@nt.gov.au">territory.businesscentre@nt.gov.au</a>		<b>Katherine</b> Shop 1, Randazzo Building 18 Katherine Terrace Katherine PO Box 9800 Katherine NT 0851 t: (08) 8973 8180 f: (08) 8973 8188 e: <a href="mailto:territory.businesscentre@nt.gov.au">territory.businesscentre@nt.gov.au</a>	
<b>Tennant Creek</b> Shop 2, Barkley House Cnr Davidson and Paterson Street Tennant Creek PO Box 9800 Tennant Creek NT 0861 t: (08) 8982 4411 f: (08) 8982 1725 e: <a href="mailto:territory.businesscentre@nt.gov.au">territory.businesscentre@nt.gov.au</a>		<b>Alice Springs</b> Ground Floor, The Green Well Building 50 Bath Street Alice Springs PO Box 9800 Alice Springs NT 0871 t: (08) 8951 8524 f: (08) 8951 8533 e: <a href="mailto:territory.businesscentre@nt.gov.au">territory.businesscentre@nt.gov.au</a>	
<b>9. Fees and payment</b>			
Contact your local Territory Business Centre for the relevant schedule of fees.			



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800 TOORAK ROAD, TOORONGA, VICTORIA, 3146. COPYRIGHT LIQUORLAND (AUSTRALIA) PTY. LTD. A.B.N. 82 607 512 414 - ALL RIGHTS RESERVED.	NAME: ZL		OASIS SK02	
	DATE: MAY 2017		SHEET 1	OF 1
	ADDRESS: THE OASIS SHOPPING VILLAGE CNR CHUNG WAH & TEMPLE TERRACE, NT		STORE: OASIS, NT	
	TITLE: SKETCH LAYOUT		REV.	

## LIQUOR ACT

### **1<sup>st</sup> NOTICE OF APPLICATION FOR GRANT OF NEW LIQUOR LICENCE**

The Directors of Liquorland (Australia) Pty Ltd, hereby give notice that they have applied to the Director-General of Licensing for an "Store Liquor Licence" for the premises to be known as Liquorland, located at the Oasis Shopping Centre, corner Temple Terrace and Chung Wah Terrace, Palmerston, NT.

#### **Proposed Business Trading Details:**

- The primary business to be conducted on the premises is that of a store liquor licence for the purchase of liquor to be taken away from the premises. The total store area for the sale of liquor will be 190 square metres.

#### **Proposed Liquor Trading Hours:**

- Monday to Friday between the hours of 10:00hrs to 22:00hrs
- Saturday and Public Holidays between the hours of 09:00hrs and 22:00hrs
- No liquor trading on Sunday, Good Friday or Christmas Day.

This is the first notice of application. The notice will be published again on Saturday 2 September, 2017.

The objection period is deemed to commence from Saturday 2 September, 2017.

Pursuant to Section 47F (2) of the *Liquor Act* an objection may only be made on the ground that the grant of the licence may or will adversely affect:

- (a) the amenity of the neighbourhood where the premises the subject of the application are or will be located; or
- (b) health, education, public safety or social conditions in the community.

Only those persons, organisations or groups described in Section 47F (3) of the *Liquor Act* may make an objection. Section 47G of the *Liquor Act* requires the Director-General of Licensing to inform the applicant of the substance of any objection. This will include the identity and where relevant the address of the objector. Objections to this application should be lodged in writing with the Director-General of Licensing within thirty (30) days of the commencement date of the objection period.

For further information regarding this application contact the Director-General of Licensing on telephone (08) 8999 1800. Objections to this application should be lodged in writing with the Director-General of Licensing, Licensing NT, GPO Box 1154, Darwin, or e-mailed to [Director-GeneralofLicensing.AGD@nt.gov.au](mailto:Director-GeneralofLicensing.AGD@nt.gov.au) within thirty (30) days of the commencement date of the objection period.

Dated this 30 August 2017



## LIQUOR ACT

### **2<sup>nd</sup> NOTICE OF APPLICATION FOR GRANT OF NEW LIQUOR LICENCE**

The Directors of Liquorland (Australia) Pty Ltd, hereby give notice that they have applied to the Director-General of Licensing for a "Store Liquor Licence" for the premises to be known as Liquorland, located at the Oasis Shopping Centre, corner Temple Terrace and Chung Wah Terrace, Palmerston, NT.

#### **Proposed Business Trading Details:**

- The primary business to be conducted on the premises is that of a store liquor licence for the purchase of liquor to be taken away from the premises. The total store area for the sale of liquor will be 190 square metres.

#### **Proposed Liquor Trading Hours:**

- Monday to Friday between the hours of 10:00hrs to 22:00hrs
- Saturday and Public Holidays between the hours of 09:00hrs and 22:00hrs
- No liquor trading on Sunday, Good Friday or Christmas Day.

This is the second notice of application.

The objection period is deemed to commence from Saturday 2 September 2017.

Pursuant to Section 47F (2) of the *Liquor Act* an objection may only be made on the ground that the grant of the licence may or will adversely affect:

- (a) the amenity of the neighbourhood where the premises the subject of the application are or will be located; or
- (b) health, education, public safety or social conditions in the community.

Only those persons, organisations or groups described in Section 47F (3) of the *Liquor Act* may make an objection. Section 47G of the *Liquor Act* requires the Director-General of Licensing to inform the applicant of the substance of any objection. This will include the identity and where relevant the address of the objector. Objections to this application should be lodged in writing with the Director-General of Licensing within thirty (30) days of the commencement date of the objection period.

For further information regarding this application contact the Director-General of Licensing on telephone (08) 8999 1800. Objections to this application should be lodged in writing with the Director-General of Licensing, Licensing NT, GPO Box 1154, Darwin, or e-mailed to [Director-GeneralofLicensing.AGD@nt.gov.au](mailto:Director-GeneralofLicensing.AGD@nt.gov.au) within thirty (30) days of the commencement date of the objection period.

Dated this 2 September 2017

**Partners:**

Kevin Stephens  
Leon Loganathan  
Ashley Heath  
Michael Grove  
Teresa Hall  
Greg Phelps

Our ref: 20171395

1 August 2017

**Consultants:**

Carolyn Walter  
Markus Spazzapan

**Special Counsel:**

Niall Connolly

**Senior Associates:**

Leah Siebert  
Kaliopi Hourdas

**Conveyancing Manager:**

Theresa Cocks

**Darwin**

Level 7, NT House  
22 Mitchell Street  
T 08 8946 2999

**Palmerston**

Suite 2  
6 Woodlake Boulevard  
T 08 8931 3388

**Casuarina**

Unit 3  
293B Trower Road  
T 08 8942 2333

**Nhulunbuy**

(by appointment)  
08 8987 2160

**Attention: Mark Wood**

Manager Licensing – Liquor, Gambling  
and Racing  
Department Of Attorney General and Justice

**HAND DELIVERY**

Dear Mark,

**LIQUORLAND (AUSTRALIA) PTY LTD  
APPLICATION FOR THE GRANT OF A LIQUOR LICENCE**

I confirm Ward Keller act on instructions from Liquorland (Australia) Pty Ltd ('**Liquorland**') in respect of Liquorland's proposed premises at the Oasis Shopping Village, Palmerston.

Kindly accept this correspondence as a formal Application for the Grant of a Liquor Licence for and on behalf of Liquorland.

**Background**

I confirm Ward Keller is instructed as follows (by way of summary):

- (a) Coles Supermarkets Australia Pty Ltd (ABN 45 004 189 708) ('**Coles**') has agreed to lease retail premises ('**Lease**') from Super Highway Express Pty Ltd as trustee for Morris Property Trust ABN 85 506 455 202 ('**Super Highway**');
- (b) The retail premises are located in the Oasis Shopping Village which is located on the corner of Temple Terrace and Chung Wah Terrace, in Palmerston ('**Oasis**');
- (c) Until recently, the retail premises were tenanted by Woolworths Limited trading as Woolworths and included an adjacent BWS store (liquor licence no. 80915580);
- (d) The retail premises have recently been vacated by Woolworths and BWS;
- (e) The Lease records that Super Highway acknowledges that Coles proposes to sell alcoholic beverages from the Liquor Area (defined in the Lease as, essentially, the previously licensed premises held by BWS adjacent to the previous Woolworths supermarket);
- (f) Coles, similarly to its other supermarkets around Australia, intends to sublease the Liquor Area to Liquorland ('**the proposed Liquorland store**');

- (g) Liquorland understands, given the proposed Liquorland store was previously tenanted by Woolworths' BWS, that the proposed Liquorland store is within the permitted use prescribed under the NT Planning Scheme; and
- (h) Liquorland respectfully seeks the grant of a licence authorising the sale of liquor for consumption away from the proposed Liquorland store.

### Enclosures

Please find **enclosed (\*)**:

1. Application for the Grant of a Liquor Licence Form (completed to the best of the Liquorland's ability, at this stage) together with (listed in the same order as the checklist included in the said form):
  - a. Ward Keller General Office cheque in the amount of \$200.00 in relation to the applicable application fee;
  - b. Affidavit as required by section 26A of the *Liquor Act*;
  - c. Drawing OASIS SK02 (sketch layout for the proposed Liquorland store);
  - d. Accepted lease terms between Coles and Super Highway dated 7 April 2017 (includes relevant drawings for the Oasis Shopping Village);
  - e. ASIC search for Liquorland (Australia) Pty Ltd dated 17 January 2017;
  - f. Business name search for Liquorland (Australia) Pty Ltd dated 29 June 2017;
  - g. Evidence of financial stability – financial records for financial year ending 30 June 2016.
2. Licensing and Safe Trading Booklet;
3. House Policy for the responsible service of alcohol & tobacco;
4. Responsible Promotion and Advertising of Alcohol Policy; and
5. Copy, Liquor Licence number 80918948 (Coolalinga Shopping Village).

I note that Licensing also requires the following supporting documentation before Liquorland can be granted the licence applied for:

- (a) Photocopies of relevant identification of the Directors of the Business (current driver's licence);
- (b) For any Director of Liquorland that is not yet known to Licensing, proof that the subject Director has undertaken criminal history and fingerprint checks in the jurisdiction that the subject Director is domicile (rather than strictly the Northern Territory Police);
- (c) A Curriculum Vitae or resume of each of the Directors of Liquorland that are not yet known to Licensing;
- (d) At least two references attesting to the business reputation of any Directors of Liquorland that are not yet known to Licensing;
- (e) Separate references attesting to the general reputation and character of any Directors of Liquorland not yet known to Licensing; and



- (f) Details of the proposed store Manager/Nominee and a criminal history and fingerprint check if the proposed store Manager/Nominee is not yet known to the Licensing.

In relation to (a) to (e) inclusive above, I am instructed that the current Directors of Liquorland are known to Licensing given, the Directors of Liquorland have not changed since March 2015 (being the most recent appointment of a Liquorland Director) and Liquorland has previously complied with the probity requirements in the NT in relation to company Directors. Accordingly, it is respectfully requested that these requirements, at the least for the purpose of Licensing accepting this application for consideration be, for the time being, waived. If, notwithstanding the records held by Licensing, Licensing requires Liquorland to now provide (a) to (e) above, I will be pleased to forward this information in due course.

In relation to (f) (above), kindly refer to the details provided in the completed application for grant of takeaway liquor licence.

In relation to the requirement that Licensing inspect the proposed Liquorland store prior to the licence being granted (if the Director-General is minded to grant the licence), I confirm Liquorland does not object to Licensing carrying out an inspection of the proposed premises, in due course (given the premises are still being refurbished).

## APPLICATION

### Guideline for applying for a Takeaway Liquor Licence

Liquorland notes the Guideline for applying for a Takeaway Liquor Licence issued by Director-General of Licensing, Cindy Bravos, on 19 October 2016 ('the Guidelines').

Noting that the proposed Liquorland store does not meet any of the criteria set out at item 3. of the Guidelines, I make the following submissions in support of Liquorland's application.

- (a) It is respectfully requested that Director-General, Cindy Bravos consider Liquorland's application given:
- (b) the Guidelines do not preclude an application for a takeaway liquor licence being made even when an application does not meet the criteria in the Guidelines;
- (c) *the criteria in the Guidelines 'are designed to regulate the sale, provision, promotion and consumption of liquor so as to minimise the harm associated with the consumption of liquor and in a way that takes into account the public interest as is required by the objects of the Liquor Act', and:*
  - i. the proposed Liquorland store will be located at premises that have been licensed to sell takeaway liquor from 29 November 1996 until 15 May 2017 (being the date the licence status was amended to non-trading);
  - ii. the proposed Liquorland store will greatly contribute to the amenity of the area;
  - iii. the proposed Liquorland store will continue to enable residents to purchase liquor in a safe and responsible environment at the same time as doing their grocery shopping;

- iv. the proposed Liquorland store will provide employment opportunities for local residents;
- v. Liquorland has a strong reputation for being a responsible and compliant licensee; and
- vi. Liquorland has established practices in place to minimise the harm associated with the consumption of liquor.

Given the i. to vi. inclusive above, it is respectfully submitted that the application is not inconsistent with the purpose of the Guidelines.

Please advise if there are any further matters in relation to the Guidelines that Director-General, Cindy Bravos would like Liquorland to address. I would be pleased to assist in this regard.

### **Liquor Act**

I confirm the relevant sections of the *Liquor Act* ('the Act') are sections 3, 6, 26 and 26A (these sections of the Act are extracted at 'Annexure A', for convenience).

### **Section 6(2) submissions**

Liquorland instructs Ward Keller as follows:

1. ***Harm or ill-health caused to people, or a group of people, by the consumption of liquor is to be minimised.***

The proposed Liquorland store will, like other Liquorland stores be:

- a. positioned close to the Coles supermarket that is also going in the Oasis Shopping Village; and
- b. aimed at servicing Coles supermarket customers who wish to purchase liquor conveniently and usually as part of a weekly grocery shop.

The proposed Liquorland store will, like all Liquorland stores have a narrower product range than many other liquor stores. For example, Liquorland stores hold, on average, 1,300 lines of stock (or SKU), whereas other liquor stores typically carry up to 2,600 SKU.

The range of liquor carried by a typical Liquorland store can be divided approximately as follows:

- a) Wine -- 58%;
- b) Ready to Drink products -- 13%;
- c) Spirits -- 19%; and
- d) Beer -- 10%.

The range of liquor carried by each store is based on Liquorland's usual (core) product range; however the Manager of each store has discretion to adjust the range to meet local consumer demand or to comply with voluntary or imposed restrictions. This discretion will be allowed to the Manager for the proposed Liquorland store so as to allow the Manager to adjust the stock to:

- i. meet changing consumer requirements; and
- ii. limit the availability of certain product ranges if those product ranges are seen to be causing harm to the community.

In accordance with the anticipated licence conditions, Liquorland will continue to maintain a reasonable range and stock of soft drinks, fruit juices and groceries to the satisfaction of the Director-General.

Liquorland does not expect that the opening of the proposed Liquorland store will lead to an increase in the sale and consumption of liquor in the Palmerston area. This is further supported given the store will be replacing the existing BWS store. In fact, it is Liquorland's experience that when new packaged liquor outlets open, other outlets generally experience a decrease in sales.

**2. *Liquor is to be sold, or sold and consumed, on licensed premises in a responsible manner.***

Liquorland is aware of its obligations under the Responsible Service of Alcohol program including, its responsible supply and promotion of alcohol obligations.

Liquorland is committed to meeting these obligations and is vigilant in ensuring all Liquorland stores are operating accordingly.

Liquorland's staff are required to undertake Liquorland's Induction Training ('the Induction Program') as well as the Responsible Service of Alcohol (RSA) course.

The Induction Program covers topics such as (relevantly):

- a) company policies, including compliance with liquor licensing requirements; and
- b) responsibilities regarding licensing legislation, including the responsible service of alcohol, signage requirements and other essential licensing requirements.

Upon the successful completion of the Induction Program staff are required to confirm in writing that they understand their obligations to comply with liquor licensing laws and that a breach of those obligations could result in their dismissal from employment.

Liquorland strictly enforces its obligations which prohibit the sale of liquor to any person who cannot prove that they are above 18 years of age.

Staff at all stores regularly conduct 'ID 25 checks', requiring anyone who appears to be 25 years or younger to be asked for proof of age.

There is signage displayed in all Liquorland stores which informs customers about ID 25 checks and that it is an offence to purchase liquor to supply to a minor. This signage will be installed at the proposed Liquorland store.

Staff are assisted in complying with their legislative obligations by Liquorland's ID25 software prompt system to remind team members to check ID at the beginning of each transaction and a proof-of-age ready reckoner, which is a colourful visual guide to help staff to quickly calculate proof of age.

Further, during their employment with Liquorland staff are required to complete training on the following topics (relevantly):

- a) dealing with aggressive customers;
- b) armed hold-ups;

- c) controlling store loss and security;
- d) the likely indicators of someone being intoxicated; and
- e) product knowledge.

Liquorland issues regular communications and updates to its stores to ensure that Liquorland staff fully understand their obligations and Liquorland's policies. Reminders of staffs' obligations to comply with liquor licensing laws are provided by:

- a) a quarterly compliance update for all staff which reminds them of their obligations in respect of the sale of liquor;
- b) an online training program; and
- c) licensing and compliance manual, guidelines, audit checklists and customer service and management procedures, which are available for all staff via an intranet.

**3. *Public order and safety must not to be jeopardised, particularly where circumstances or events are expected to attract large numbers of persons to licensed premises or an area adjacent to those premises.***

The proposed Liquorland store will not permit on the consumption of liquor on the premises.

As is standard with co-located convenient liquor stores, the proposed Liquorland store will adjoin the Coles Supermarket. It will have an entrance located near the Coles Supermarket's checkouts, allowing customers direct access from the supermarket to the store, as well as a separate entrance from within the shopping centre.

The proposed Liquorland store will be operated by Liquorland (Australia) Pty Ltd as part of its national chain of Liquorland stores. The proposed Liquorland store will be similar to, and have the following facilities common to, Liquorland stores:

- a) a good selection of beers, wine and spirits available at competitive prices;
- b) a cool room with glass door access for the storage and selection of cold beers, wine, and ciders;
- c) shelving, as used by all Liquorland stores, will line the walls and carry a comprehensive range of products;
- d) display units, including Liquorland advertised specials, will be located within the floor display area;
- e) the fit out will be customer friendly, designed to allow for easy browsing and selection of purchases;
- f) cash registers to accept purchases, with EFTPOS and all major credit card facilities; and
- g) appropriate staffing levels to ensure a high quality service at all times, particularly during peak trading periods.

Further, the proposed Liquorland store will be fitted out with comprehensive security measures, including:

- a) bright lighting throughout the store;

- b) an alarm system which is monitored off-site; and
- c) CCTV cameras covering the entire store.

**4. *The safety, health and welfare of persons who use licensed premises must not be put at risk.***

Liquorland's staff are trained to constantly supervise the store premises and customers to ensure that licence restrictions regarding consumption areas and container types are complied with.

Liquorland's staff are also trained and required to utilise training in the responsible service of alcohol to safeguard against putting the safety, health and welfare of Liquorland customers at risk.

**5. *Noise emanations from licensed premises must not be excessive.***

The proposed Liquorland store is a liquor store which permits the sale of liquor for consumption off the subject Liquorland premises. It is not envisaged that entertainment will ever be offered at the proposed Liquorland store.

**6. *Business conducted at licensed premises must not cause undue offence, annoyance, disturbance or inconvenience to persons who reside or work in the neighbourhood of the premises or who are making their way to or from, or using the services of, a place of public worship, hospital or school.***

The proposed store is part of the Oasis Shopping Village.

**7. *A licensee must comply with provisions of this Act and any other law in force in the Territory which regulate in any manner the sale or consumption of liquor or the location, construction or facilities of licensed premises, including:***

- (i) *by-laws made under the Local Government Act; and***
- (ii) *provisions of or under the Planning Act.***

Liquorland has a longstanding history of complying with the *Liquor Act* and other state and local government laws concerning licensed premises and will continue to comply with its obligations.

**8. *Each person involved in the business conducted at licensed premises must receive suitable training relevant to the person's role in the conduct of the business.***

All current Northern Territory staff of Liquorland have completed the Responsible Service of Alcohol course. Any new staff employed for the proposed Liquorland store will be required to complete the said course too.

**9. *The use of credit in the sale of liquor must be controlled.***

Liquorland does not offer store credit for any transaction.

**10. *Practices which encourage irresponsible drinking must be prohibited.***

Liquorland does not promote the irresponsible consumption of alcohol in any way.

Liquorland is a signatory to Drinkwise and participates in Drinkwise programmes. As a sign of its commitment to Drinkwise initiatives,



Liquorland's private label wine has the Drinkwise pregnancy logo and its advertising material and information carries various Drinkwise messaging.

Liquorland is also a signatory to the Alcohol Beverages Advertising Code (ABAC) and its Responsible Alcohol Marketing Code. ABAC vets all major Liquorland campaigns to ensure they meet the guidelines and meet community standards. Liquorland has established a strong culture of compliance, education and training.

**11. It may be necessary or desirable to limit any of the following:**

**(i) *the kinds of liquor that may be sold;***

Liquorland notes a common special condition is:

'All products including essences which contain more than 1.15% ethyl alcohol by volume marketed in containers exceeding 50ml may only be sold in accordance with licence conditions.'

**(ii) *the manner in which liquor may be sold;***

Liquor will only be sold at the proposed store in line with the licence applied for and in accordance with any conditions and/or special conditions imposed by Licensing i.e. sold for consumption away from the proposed store.

**(iii) *the containers, or number or types of containers, in which liquor may be sold;***

Liquorland notes a common special condition is

'No cask wine or fortified wine sales in containers larger than two (2) litres.'

**(iv) *the days on which and the times at which liquor may be sold;***

Liquorland respectfully volunteers the same takeaway hours as the the recently approved and opened Liquorland store located at Coolalinga Shopping Village (Licence Number: 80918948) which are in line with section 4(1AA) of the Liquor Regulations and are noted as:

'Liquor shall be sold only for consumption away from the premises during the following hours:

(i) Monday to Friday between the hours of 10:00 and 22:00;

(ii) Saturday and Public Holidays between the hours of 9:00 and 22:00; and

(iii) No trading on Sunday, Good Friday or Christmas Day.'

**12. *It may be necessary or desirable to prohibit persons or limit the number of persons who may be on licensed premises, on any particular part of licensed premises or in an adjacent area subject to the control of the licensee.***

In light of the proposed licence retail purpose of the proposed Liquorland store (i.e. the sale of takeaway liquor for consumption away from the

licenced premises) it is not expected that customers will stay on the premises for periods long enough to create congestion of the store.

13. ***It may be necessary or desirable to prohibit or limit the entertainment, or the kind of entertainment, which may be provided on licensed premises or in an adjacent area under the control of the licensee.***

Liquorland is not in the business of providing entertainment at its stores. Further, it is not envisaged that entertainment will ever be offered at the proposed Liquorland store.

14. ***It may be necessary or desirable to prohibit or limit promotional activities in which drinks are offered free or at reduced prices.***

It is not envisaged that Liquorland will offer drinks for free as part of any promotional activities. Liquorland will ensure that any promotional activities are carried out in a manner consistent with:

- a) the Licence
- b) Coles Liquor Licensing and Compliance Manual; and
- c) Coles Liquor Responsible Promotion and Advertising of Alcohol Guidelines.

Liquorland's primary method of advertising is in catalogues and newspapers.

Liquorland advertisements are usually in a catalogue delivered to homes and with major newspapers, as its primary target customer is the mature adult customer.

Liquorland seeks to ensure that its liquor advertising:

- (a) should not encourage the rapid and/or excessive consumption of alcohol;
- (b) should not appeal to minors or people under the age of 25; and
- (c) should not promote inappropriate or offensive behaviour.

In relation to the labelling of products that Liquorland carries, Liquorland fully comply with all relevant laws and only carry stock with approved product labels. For products where Liquorland has control of the labelling, such as private label products, Liquorland ensures that Liquorland is not caused to breach legislative requirements.

If Licensing has any queries or if I can be of any further assistance to Licensing please do not hesitate to contact me.

I look forward to hearing from you in relation to the notice to be published by Liquorland and the signage to be affixed to the property.

Yours sincerely

**WARD KELLER**



**KALIOPI HOURDAS**

Senior Associate

Direct Line 08 8946 2936

Email [kaliopihourdas@wardkeller.com.au](mailto:kaliopihourdas@wardkeller.com.au)

<b>ITEM NUMBER:</b>	13.1.3	Zuccoli Aspire Sub-Stage 3 and Precinct C Revised Street Names Proposal
<b>FROM:</b>		Acting Director of Technical Services
<b>REPORT NUMBER:</b>	8/1313	
<b>MEETING DATE:</b>	3 October 2017	

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**Municipal Plan:**

3. Environment & Infrastructure

3.2 Assets and Infrastructure

3.2 We are committed to maintaining and developing community assets and infrastructure which meet the needs of our community

**Summary:**

Further to previous Council Report 8/1213 presented at the Ordinary Council meeting on the 4<sup>th</sup> July 2017, the developer of Zuccoli Aspire, Costojic, have proposed revisions to the previously endorsed street name layout.

In accordance with the Place Names Act, the Place Names Committee must seek the views of the Developer and the City of Palmerston before making their recommendations within a report for the Minister's consideration prior to the final approval of names.

**RECOMMENDATION**

1. THAT Council receives Report Number 8/1313.
2. THAT Council endorse the Developer's revised naming proposals of the subject roads as listed within Zuccoli Aspire development.

**Background:**

Previous Council Report 8/1213 presented at the Ordinary Council meeting on the 4<sup>th</sup> July 2017, the naming of roads and streets were outlined by the Developer (Costojic) for the development of Zuccoli Aspire Sub-Stage 3 and Precinct 3 areas.

The Council decision was to accept the naming in accordance with the guidance and advise given from the Developer's communications with the Place Names Committee.

Since the previous decision by the Council, the Developer and Place Names Committee have been in correspondence to adjust and revise the proposal to give further alignment to connecting roads and streets within other adjoining developments and also to be in better conformance to national standards and suggestions of the Place Names Committee.

The main alterations within the current proposal include;

- Within Stage 3, renaming Cockyapple Road to Carpet Street
- Within Stage 3, renaming the previous Carpet Street to an extension of Bluegrass Street

- Within Precinct C, renaming Bladderwort Street to an extension of Follington Street
- Within Precinct C, renaming Whitegum Circuit to Whitegum Crescent.

The other street names remain in accordance with the previously endorsed report.

In addition, the Council's views have been sought into the following items

- The naming of the extension of "Silverleaf Street"
- The naming of the extension of "Cheesefruit Street"; and
- The naming of the extension of "Bloodwood Street".

The revised naming proposals have been discussed between the Developer and the Place Names Committee.

In review of these proposals, they remain in alignment with the theme of the surrounding areas (Top End Native flora) and the naming of the extensions align with coordination and continuity of names between adjoining development and areas.

**Financial Implications:**

Nil

**Legislation/Policy:**

RS02 - Place Names Policy

Please note that the names are in line with the guidelines and requirements of the Place Names Committee, and whilst similar names may exist in other parts of the Northern Territory, they have not previously been used in any parts of Palmerston.

**Recommending Officer:** Malcolm Jones, Acting Director of Technical Services

Any queries on this report may be directed to Malcolm Jones, Acting Director of Technical Services on telephone (08) 8935 9958 or email [malcolm.jones@palmerston.nt.gov.au](mailto:malcolm.jones@palmerston.nt.gov.au).

**Schedule of Attachments:**

Attachment A: Proposed Street Naming Plan.





6ch

NAD 83 - 2011

Scale: 1:10,000  
 Date: 1/1/2011  
 Project: Zuccoli Aspire Stage 3 Overall

LOCATION PLAN

SEE STAGE 3 - SUBDIVISION PLAN FOR WHOLE  
 EXTENSIONS REQUIRED.



Stage Dwelling Lot Summary

Site Area	288,400m <sup>2</sup>
Proposed Residential Lots	219
Proposed Multiple Dwelling Units	1
Proposed School Units	2
Proposed Public Open Space	3
Total Proposed Lots	225

Legend

Application Area	Existing Lot Boundary
Proposed Stage Boundary	Proposed Stage Boundary
Proposed Stage Boundary	Proposed Stage Boundary
Proposed Stage Boundary	Proposed Stage Boundary

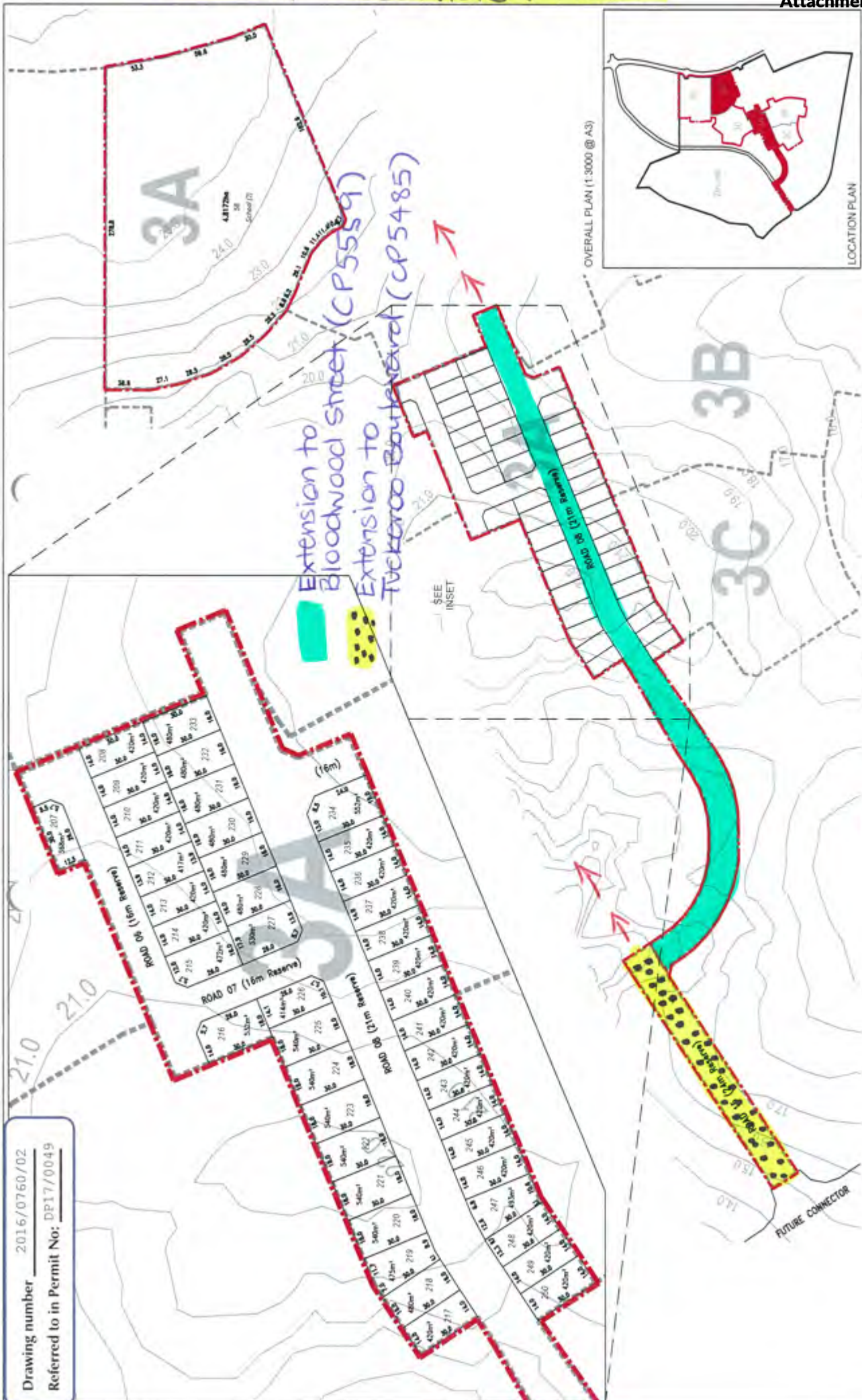
**Subdivision Plan**  
 Zuccoli Aspire Stage 3 Overall



# STAGE 3A - SUBDIVISION PLAN

Attachment A

6ch



Drawing number 2016/0760/02  
Referred to in Permit No: DP17/0049

**Subdivision Plan**  
**Zuccoli Aspire Stage 3A**

# Subdivision Plan

## Zuccoli Aspire Stage 5 Precinct C



P. 008 8942 2600  
masterplan.com.au

33/10 Charlton Court  
Westmead, NT 0520

LH SH  
25.01.2017 1481.14

Information is based on the Subdivision Plan  
made by lot on the 18th of January 2017.

1:1500 @ A3  
0 10 20m



WHITE GUM CRESCENT  
CRABEYE STREET  
STINGYBARK CRESCENT



Lot Summary - Stage 5C	Single Dwelling Lot Summary
Site Area	Average Area of Lots
Proposed Single Dwelling Lots	Minimum Lot Area
Proposed Multiple Dwelling Lot	Maximum Lot Area
Proposed Public Open Space	
Total Proposed Lots	

Legend	Application Area
Existing Lot Boundary	
Existing Curbs	
Proposed Lot Boundary	
Proposed Stage Boundary	
Proposed Stage Number	



**ITEM NUMBER:** 13.1.4 Zuccoli Stage 1 – Phase 3.3, 3.4 and 3.5 Street Name Proposals

**FROM:** Acting Director of Technical Services

**REPORT NUMBER:** 8/1314

**MEETING DATE:** 3 October 2017

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**Municipal Plan:**

3. Environment & Infrastructure

3.2 Assets and Infrastructure

3.2 We are committed to maintaining and developing community assets and infrastructure which meet the needs of our community

**Summary:**

The Developer of Zuccoli Stage 1, Urbex, have been in discussion with the Place Names Committee in regards to the naming of streets within the upcoming developments of Phases 3.3, 3.4 and 3.5. These proposals have now been forwarded to Council for their review.

In accordance with the Place Names Act, the Place Names Committee must seek the views of the Developer and the City of Palmerston before making their recommendations within a report for the Minister's consideration prior to the final approval of names.

**RECOMMENDATION**

1. THAT Council receives Report Number 8/1314.
2. THAT Council endorse the Developer's revised naming proposals of the subject roads as listed within Zuccoli Stage 1, Phase 3.3, 3.4 and 3.5 development.

**Background:**

With discussion and feedback from the Place Names Committee, the developer (Urbex) of Zuccoli Stage 1, have provided a list of street names for the upcoming development of Phases 3.3, 3.4 and 3.5. The Developer is now seeking the views of the Council upon these recommendations.

The proposal includes;

Phase 3.3

- **Wunsch Court** – relocation and realignment of road in accordance with Phase 3.3 planning approval and engineering drawings.
- **Vogel Street** – relocation (from Phase 3.6) and realignment of road in accordance with Phase 3.3 planning approval and engineering drawings. Change for suffix from 'Court' to 'Street'.

Phase 3.4 & 3.5

- **Milkins Street** – new alignment of road in accordance with Phase 3.4 development application.

- ***Bambusa Street*** – new road named after the native bamboo species *Bambusa arnhemica*. Location aligns with Phase 3.2 as cons and Phase 3.4 development application.
- ***Tindill Court*** – new alignment of road in accordance with Phase 3.4 development application.
- ***Boomerang Street*** – new alignment of road in accordance with Phase 3.2 as cons and Phase 3.4 development application.

In review of these proposals, it should be noted that the names of Wunsch Court, Vogel Street, Tindill Court and Boomerang Street have already been registered upon the NT Placenames Register. Due to the redesign and realignment of the roads, they will need to be approved again.

There are no other issues foreseen for the naming proposal presented.

**Financial Implications:**

Nil

**Legislation/Policy:**

Nil

**Recommending Officer:** Malcolm Jones, Acting Director of Technical Services

Any queries on this report may be directed to Malcolm Jones, Acting Director of Technical Services on telephone (08) 8935 9958 or email [malcolm.jones@palmerston.nt.gov.au](mailto:malcolm.jones@palmerston.nt.gov.au).

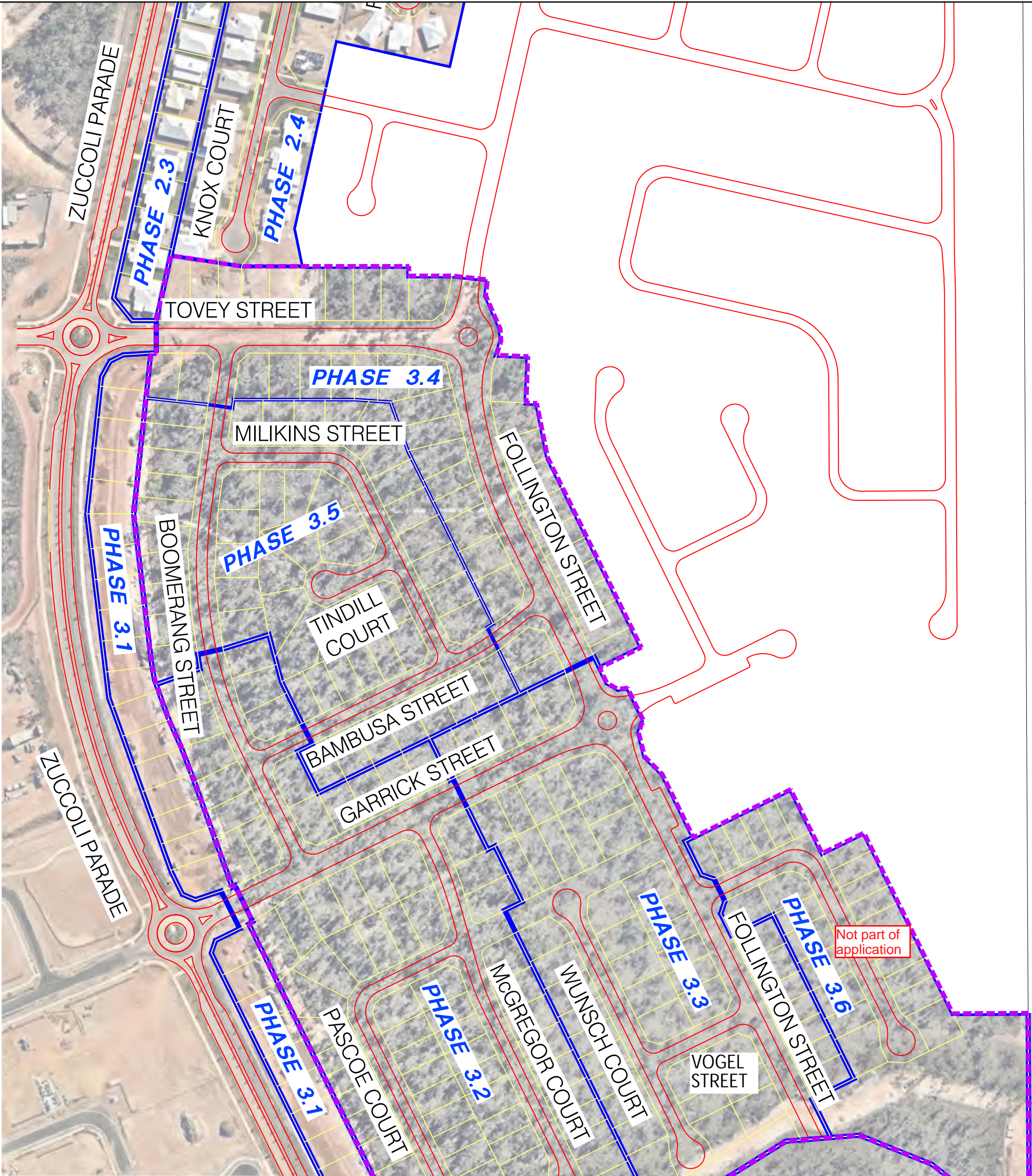
**Schedule of Attachments:**

Attachment A: Proposed Street Naming Plan.





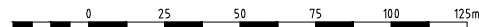
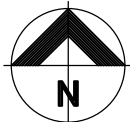
Plot Date: 20/04/2017 12:45:51 PM User: PAUL DE WEEGER File Name: B:\urbex\urbex - Consulting\URBEX\B00125 Zuccoli Phase 3 2\4 CIVL - DRC\A1 SKETCHES\B00125-ROAD NAMES TO 3.dwg



ENGINEERS & PROJECT MANAGERS ABN 23 010 743 692

Client	LAND DEVELOPMENT CORPORATION/URBEX		
Project	ZUCCOLI, STAGE 1, DARWIN		
Title	PROPOSED ROAD NAMES FOR PHASE 3		

Drawn	Design	Appd	Project No.	Drawing No.	Rev
PDW	PDW	WES	B00125-SK-RN02	A	



SCALE 1:1250 (A1) 1:2500 (A3)  
DO NOT SCALE USE ONLY THE DIMENSIONS PROVIDED.



<b>ITEM NUMBER:</b>	13.1.5	Guidelines for the Development of Stormwater Treatment Lakes
<b>FROM:</b>	Acting Director of Technical Services	
<b>REPORT NUMBER:</b>	8/1315	
<b>MEETING DATE:</b>	3 October 2017	

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**Municipal Plan:**

## 1. Community &amp; Cultural Wellbeing

## 1.4 Recreation

1.4 We are committed to providing quality recreation and sporting facilities, parks, gardens, playgrounds and open spaces for the benefit of our community

## 3. Environment &amp; Infrastructure

## 3.2 Assets and Infrastructure

3.2 We are committed to maintaining and developing community assets and infrastructure which meet the needs of our community

**Summary:**

In recent years, during the development of current residential subdivisions, the City of Palmerston (CoP) has indicated its preference to include lakes as the primary treatment facility for stormwater run-off from the new developments.

To provide technical guidance for the designers of the developments, Council has engaged a consultant (Design Flow) in order to provide advice as to the industry requirements and best practice to allow the design, construction and operation of the Lakes ensuring the required outcomes are achieved for stormwater quality treatment.

**RECOMMENDATION**

1. THAT Council receives Report Number 8/1315.
2. THAT Council notes the technical recommendations to be included in the development guidelines such that any design of lakes within developments have a defined scope to achieve. Council also notes that the Developers are liable to provide a detailed design of the stormwater system for Council review and approval prior to construction.

**Background:**

In recent developments, the City of Palmerston have expressed its preference for the treatment of stormwater runoff within Lake systems.

Council has commissioned Design Flow to produce a set of guidelines for the construction of Lakes within the City of Palmerston. The guidelines will outline to the designers of developments the requirements sought by the CoP to be acceptable as a future gifted asset to the CoP. A draft of this document is expected in October 2017. Besides the safety and construction specifications, the guidelines will identify the main technical details required by CoP to ensure the lakes have adequate stormwater treatment capacity including;

- that the surface area of the lakes need to be 2-2.5% of the development catchment area, with an optimum depth of 3.0 metres and a minimum level base width of 5.0 metres. .
- Infrastructure within the lake to allow for additional water (top-up) to be brought into the system in periods of low in-flow (eg dry season). Preference is given to the use of non-potable water supplies, but provision should be made within the design for the potential use of potable water to maintain lake levels and water quality if required.
- Infrastructure within the lake system to allow for irrigation water to be drawn from the system and pumped around the surrounding landscaping areas. The intent is to allow turn over or circulation of water within the system to ensure adequate treatment and oxygenation of water if required.
- The use of the lakes for an irrigation water supply ensures that the water within the lake can be circulated sufficiently to ensure adequate treatment of the water.

The overall intent of the stormwater system, including treatment, is that upon exiting the new developed areas, the flow volumes do not exceed pre-development flows, and that water quality is consistent with the Darwin Harbour Water Quality Objectives for freshwater systems as well as the ANZECC guidelines for aquatic ecosystems (freshwater lakes and reservoirs).

#### **General:**

There are still issues to be resolved regarding the detailed designs of each current proposed lake and the associated systems. These currently relate to the Zuccoli development (both Stage 1 and Aspire). Once Developers can provide the detailed designs of each system the merits and issues involved with each designed can then be ascertained and assessed.

One of the main issues to be clarified is the potential sources of top up water. Indications have been given that as part of the development headworks, there is going to be a non-potable water distribution network provided to Zuccoli by the NTG and installed by the Developer. This would satisfy the requirements for the provision of top up water for the intended designed systems. Details of this agreement are yet to be confirmed.

#### **Financial Implications:**

Future cost implications to be considered include the maintenance and upkeep associated with the stormwater systems. This would involve management of infrastructure (including drains, pipes, sediment basins, lake walls, pumping infrastructure), surrounding open spaces, and ongoing water body management (including aquatic plants and weeds, and water quality). The maintenance would be similar to what is currently undertaken for other lakes in CoP in areas such as Durack and Sanctuary Lakes.

Dependant on the final outcome of the provision of non-potable water supply to the Developments, this may also have an implication as to the costs associated with the provision of alternative top up water supplies.



**Legislation/Policy:**

Further development of Council's Policy and guidelines to use lakes in the management and treatment of stormwater.

**Recommending Officer:** Malcolm Jones, Acting Director of Technical Services

Any queries on this report may be directed to Malcolm Jones, Acting Director of Technical Services on telephone (08) 8935 9958 or email [malcolm.jones@palmerston.nt.gov.au](mailto:malcolm.jones@palmerston.nt.gov.au).

**Schedule of Attachments:**

Nil



**ITEM NUMBER:** 13.1.6 The Boulevard Stage 2 Bus Stops  
**FROM:** Acting Director of Technical Services  
**REPORT NUMBER:** 8/1316  
**MEETING DATE:** 3 October 2017

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**Municipal Plan:**

2. Economic Development

2.3 City Planning

2.3 We are committed to effective and responsible city planning which balances and meets both residential and commercial needs in our community

**Summary:**

Previous Council decision relating to the provision of Bus Stops along The Boulevard was that the Council was not in favour of constructing indented bus bays. The preference was to have the buses stop in-lane whilst passengers are embarking or disembarking.

Further discussion has been held with the Passenger Transport (PT) representatives from Department of Infrastructure, Planning and Logistics (DIPL) in regards to the preferred locations of the proposed bus stops.

**RECOMMENDATION**

1. THAT Council receives Report Number 8/1316.
2. THAT Council delegate the Director of Technical Services to liaise with the Passenger Transport representatives of the Department of Infrastructure, Planning and Logistics to confirm the construction and implementation of the bus stops given the Council's preference for in-lane bus stops.

**Background:**

Since the Council decision not to permit the indented bus bays along The Boulevard, DIPL have further assessed the requirements of the potential bus stops being situated along the Boulevard (**Attachment A**). The basis of the proposal to locate the stops along the Boulevard is to adjust the routes coming out of the interchange, but also eventually remove the existing Bus Stop location adjacent the Coles Supermarket upon Chung Wah Terrace.

The intent is to have two outgoing pick up locations upon the western bound lane of The Boulevard. The preference would be in a position opposite the ANZ bank building prior to the intersection with Palmerston Circuit. This would aim to accommodate the potential for two busses to pick up simultaneously from access ramps located approximately 12.0m metres apart.



A further single incoming bus stop is proposed for the eastern bound lane. The preference would be in front of the Recreation Centre prior to the intersection of Hilson Street. **(Attachment B)**

The stops would be developed as in lane stopping. Alterations would have to be made to provide a suitable concrete access ramp to the kerb edge. Road pavement marking would also be added. At this stage, the stop itself would only comprise of the Route Stop Marker signage. There is no intent at this stage to install a shelter or seating at either location. Dependent on usage there may be a potential future review of provision of shelters and seating should the need arise.

As indicated within the Technical Note (Attachment A), although the bus stops are in-lane, the departure and scheduling of the bus departure and arrival times to the Palmerston Interchange will vary the impact upon the traffic delay times within the Boulevard.

**General:**

Given the Council's previous decision that the preference was to have the bus stops in-lane, there has been no provision allowed in the design and construction of The Boulevard that would allow for any alternative solution.

As the stops are intended to be within existing traffic lanes, there is no loss of car parking bays. Although on the in-bound area, cars departing the adjacent bays may have to wait to depart the bays if a bus is at the stop.

**Financial Implications:**

Cost of construction to be reviewed with DIPL representatives.

**Legislation/Policy:**

Nil

**Recommending Officer:** Malcolm Jones, Acting Director of Technical Services

Any queries on this report may be directed to Malcolm Jones, Acting Director of Technical Services on telephone (08) 8935 9958 or email [malcolm.jones@palmerston.nt.gov.au](mailto:malcolm.jones@palmerston.nt.gov.au).

**Schedule of Attachments:**

Attachment A: Technical Note – Palmerston CBD Bus Servicing.

Attachment B: Suggested Locations for In-Lane Bus Stops.



## Technical Note

**Subject:** Palmerston CBD Bus Servicing

**Our file:** 5683

**Date:** 12 August 2016

**Status:** Final Issue

**Prepared by:** Barry Watkins

### 1. Background

The Department of Transport is assisting Palmerston City Council in planning for bus movement within the Palmerston CBD, and specifically along The Boulevard. Council is seeking clarity about the location and design of bus stops to be constructed in The Boulevard and elsewhere in the CBD, and this Technical Note seeks to clarify the best approach to this. An overview map of the Palmerston CBD is presented in Figure 2.

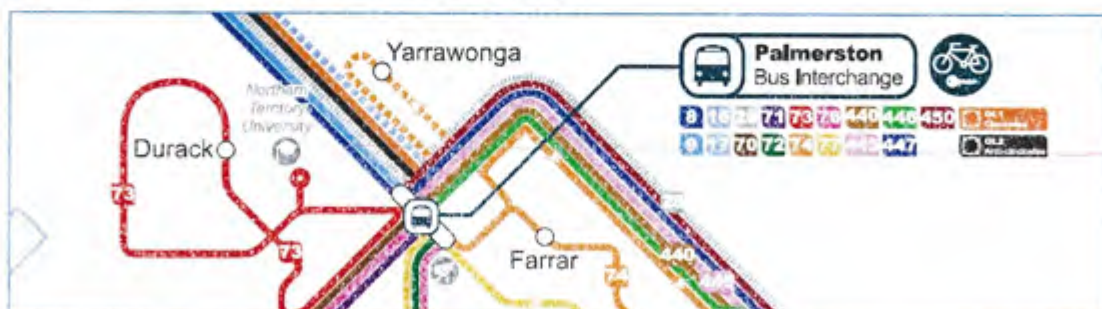
### 2. Current Bus Network

In the AM peak hour (0700-0800), 15 local route buses depart from Palmerston Interchange per hour to travel along local streets within Palmerston, whilst 12 buses arrive (Routes 70, 71, 72, 73, 74, 76, 77).

A further 8 buses per hour arrive on intertown routes whilst 10 will depart (Routes 8, 9, OL1, OL2). These buses approach Palmerston Interchange via Roystonea Avenue.

Until April 2016, in the outbound direction buses travelled via the McDonalds Bus Stop on Frances Drive after approaching via Palmerston Circuit. No equivalent inbound stop was provided. During the recent works for the reconstruction of the eastern end of The Boulevard including the access/egress driveway from the interchange, buses were rerouted to travel via Roystonea Avenue north to University Avenue where local routes proceeded left into that road, and intertown routes continued to the Stuart Highway. It is understood that the design of the new intersection of the interchange access/egress with The Boulevard may limit the ability of buses to travel from the interchange to Palmerston Circuit.

Figure 1: Extract of Current Palmerston CBD Bus Network



On rural routes travelling to and from Litchfield Shire, 7 buses per hour arrive (Routes 440, 445, 446, 447, 450) although no departures occur as buses are then reassigned to school services. These buses approach Palmerston Interchange via the Stuart Highway and do not impact local streets or the Palmerston CBD.



Figure 2: Palmerston CBD



Image Source: Nearmap.com

In the existing bus network, the bunched departure of multiple buses from the interchange is common with up to four local bus routes departing in a two-minute period (e.g. Routes 70 & 72 depart at 9:44am, while Routes 71 & 73 depart at 9:45am). Additionally, school, intertown and rural routes often depart at the same time as local routes but these travel on different streets and do not need to be considered in the planning of The Boulevard.





MRCagney

### 3. Palmerston CBD Routing and Stop Options

#### 3.1. Option 1: All Local Buses Routed along The Boulevard

##### 3.1.1. Bus Stop Location Options in The Boulevard

Palmerston City Council has identified two options for locating the inbound bus stop, and two options for the outbound bus stop, in The Boulevard. It is understood that Council would prefer not to indent the bus stops, and locate them in the traffic lane, in the British style known as "bus boarders". Under most circumstances this would be a sound approach within a town centre environment where low traffic speeds and relatively low traffic volumes are anticipated. However, this may not be appropriate for The Boulevard if there is the likelihood of buses bunching and the length of dwell times which may result in unacceptable delays for traffic queued behind buses that are stationary at the stop.

The bus stop location options are:

- Inbound:
  - A. Between Frances Drive and Hillson Street, in front of the recreation centre; or
  - B. Between Palmerston Circuit and Frances Drive, in front of the Herbarium.
- Outbound:
  - C. In front of the new library; or
  - D. Adjacent to Goyder Square.

The locations of these are presented in Figure 3 to Figure 5.

Figure 3: Bus Stop Location Options in The Boulevard



Photo Source: <http://www.palmerston.nt.gov.au/city/major-projects/goyder-square-redevelopment>

Figure 4: Outbound Stop Options: Library (left) and Goyder Square (right)



Photo Source: Palmerston City Council

Figure 5: Inbound Stop Options: Recreation Centre (left) and Herbarium (right)



Photo Source: Palmerston City Council

Commentary on these location options is as follows.

- From the location of the interchange to Chung Wah Terrace, The Boulevard is less than 400m long. To maximise the effective catchment, the bus stops should be located as far from interchange as practical.

#### Outbound Bus Stop

- Given the occasional bunching of local buses departing the interchange, there is the consequential likelihood for buses to move in a bunched manner along The Boulevard, and multiple buses will need to access the outbound stop within a short period of time. An assumed typical dwell time of 60 seconds means that the departure of four buses in 2 minutes could result in earlier buses still utilising the stop when later buses arrive.
- Consequently, it would be prudent to design the bus stop to accommodate no less than three buses simultaneously.
- If this stop is not indented, traffic will be could be blocked for short periods while buses are at the stop. Although other traffic will be legally able to overtake the buses, this may not be a safe manoeuvre. Consequently, and without undertaking a detailed traffic assessment to prove otherwise, it is recommended that the outbound bus stop be indented if possible.
- The preferred minimum length of a bus bay to accommodate three 12.5m buses is 50.0m plus entry and exit tapers. This length includes a 5.0m gap between buses to allow the second or third bus to pull out if the bus in front has not yet done so, and an additional 1.25m allowance for clearance at the front and rear





**MRCagney**

of the stop. The required length of entry and exit tapers is dependent on the lateral deviation from the edge of the traffic lane to the edge of the bus stop.

- The full length of an indented bay would need to be approximately 70-80m including the tapers. A bus stop of this length provided in front of the library would need to extend slightly into the intersection with Hillson Street.
- Based on the points above, from an operational planning perspective, the preferred location for the outbound bus stop is at Goyder Square which is further from the interchange and presents adequate length of kerb to develop the required stop. It is acknowledged that building an indented bus bay at this location will require the removal of the newly planted street trees. While the stop could be provided as non-indented, this represents an increased risk of creating minor traffic congestion when multiple buses visit the stop within a short period.
- The outbound bus stop would require a bus shelter to be constructed for the convenience and comfort of passengers, along with wayfinding and information signage.

### **Inbound Bus Stop**

- The inbound stop will effectively be set-down only as buses will only proceed another few hundred metres to the interchange. Alighting is much quicker than boarding, and the ability for passengers to alight through two doors means that bus dwell times are much shorter than for outbound buses.
- Buses will be less likely to arrive in a bunched manner, and a bus stop that accommodates two buses at once is likely to be adequate.
- Given the shorter dwell times and the more dispersed arrival pattern of buses, the inbound stop is less likely to significantly impede traffic movement and will not need to be indented. This stop will require a minimum of 30m of kerb space plus entry and exit clearance.
- Given the nature of the scheduling of the existing network, it is unlikely (although not impossible) that buses would be stopped at both the inbound and outbound stops at the same time.
- The inbound stop could be established at either of the two proposed locations, though a location not directly opposite the outbound stop would mitigate the low risk of both directions of travel being blocked by stopped buses at the same time.
- The inbound bus stop would not need any form of shelter or seating, as it will be the penultimate stop on routes approaching the interchange. Wayfinding and information signage should be provided.

### **3.1.2. Routes to be Assigned to The Boulevard**

Of the existing local routes, the following is noted:

- Routes 70, 71, 72 and 73 are logical choices to be rerouted along The Boulevard, both inbound and outbound.
- Routes 74 and 77 operate via Roystonea Avenue and would not benefit from being rerouted along The Boulevard.
- Route 76 does not stop in the CBD other than at the interchange. If this practice continues, the route could be rerouted along The Boulevard to shorten its route length and improve efficiency, but not stop at the bus stops.
- Intertown and Rural routes should proceed directly to Roystonea Avenue and have no need to travel along The Boulevard.

It is suggested that existing routes 70, 71, 72 and 73 could successfully be rerouted along The Boulevard and stop at a new bus stop at Goyder Square. Minor timetable adjustment to spread the departures over a 3 to 4 minute period is recommended to minimise the potential for bunching of the buses at the stop.



### 3.1.3. Bus Stop Demand

In the current network, passengers departing Palmerston CBD on local routes have the option of boarding either at Palmerston Interchange or at two local bus stops, one adjacent to the McDonalds and the other on Chung Wah Terrace adjacent to the Coles Supermarket<sup>1</sup>. At present, 60% of boardings are recorded at the interchange, 34% at the Coles bus stop and the remaining 6% at the McDonalds bus stop. It is anticipated that in the future a similar split will exist between passengers boarding local routes at the interchange versus stops within the CBD, i.e. 60/40.

Up to 300 boardings per hour are observed at these three stops in the Palmerston CBD in the afternoon peak hour, on local routes in the current network.

For planning purposes and to accommodate possible future growth, an estimate of 400 boardings per hour is assumed. If the 60/40 split is applied, the outbound stop located in The Boulevard could be assumed to serve 160 boardings per hour, distributed across 12 departing buses. This equates to approximately 13 passengers per bus, and a bus dwell time conservatively assumed to be 60 seconds is recommended for planning purposes<sup>2</sup>. Actual dwell times can be longer if passengers need assistance from the driver to answer questions about which bus to catch, or to load a wheelchair or stroller.

### 3.2. Alternate Options

It is understood that Council has stated a preference not to construct an indented stop at Goyder Square. The primary issue with a non-indented outbound bus stop located in The Boulevard is the potential to cause delays to traffic. If future changes to the network increase the number of buses travelling along The Boulevard, it is suggested that bus operations may need to be managed by:

- Careful planning of bus departures from the interchange to prevent bunching.
- Allowing buses to travel along The Boulevard but bypassing the stop. The benefit of doing so is limited as those routes would lose the opportunity to serve passengers in the CBD south of the interchange, but would still be delayed by buses stopping at Goyder Square;
- Diverting routes onto other streets; and/or
- Building a second stop in The Boulevard and distributing the routes between the two.

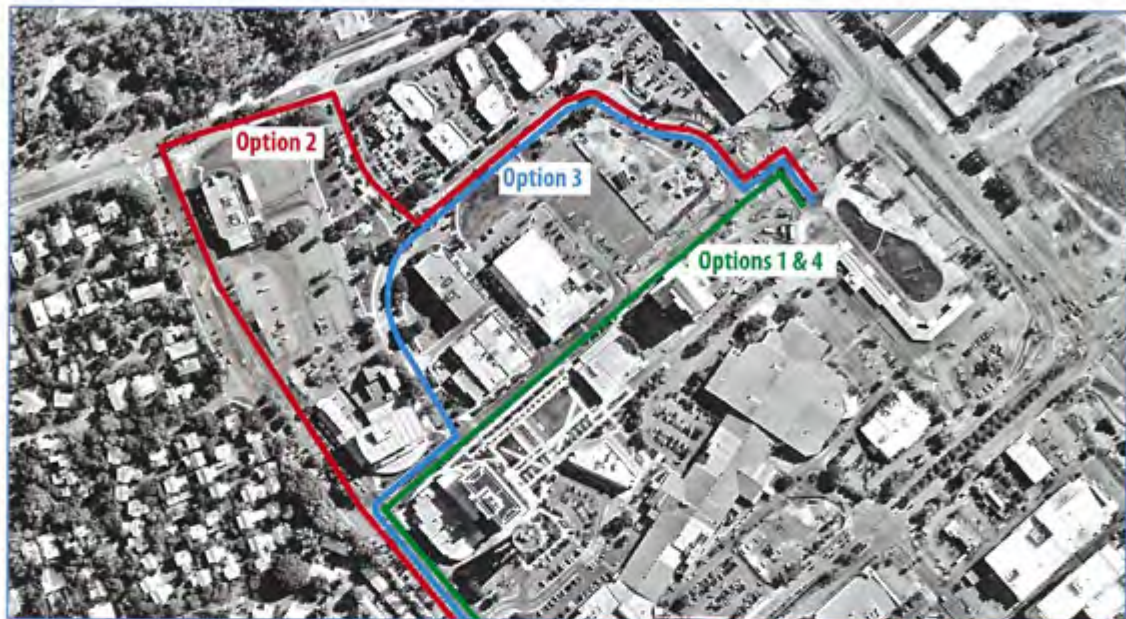
Three alternate options have been considered that consider these issues and are presented in Figure 6.

<sup>1</sup> It is understood that the Coles Bus Stop may need to be removed for safety reasons.

<sup>2</sup> Even for passengers with a pre-purchased ticket, boarding speeds are rarely faster than three seconds per passenger. Cash ticket sales are typically seven seconds per passenger or longer.



Figure 6: CBD route options



### 3.3. Option 2: Diversion of Buses via Frances Drive

Until recently, the outbound bus stop located in Frances Drive opposite the McDonalds restaurant served outbound bus services before proceeding to University Avenue (excepting Route 76 which travels via nearby Koullias Street and bypasses the stop). This bus stop was not proposed to be used in Option 1, but could be retained for use by some services such as new routes.

For any routes that need to proceed from University Avenue into Chung Wah Terrace, this options adds approximately 500m and 2 minutes of travel time onto their journey, and some routes would not be able to accommodate this additional time and still operate to schedule.

If Option 2 is adopted, an additional bus stop located on Chung Wah Terrace to the north of The Boulevard intersection and outside the Palmerston Police Station would benefit routes travelling this way.

### 3.4. Option 3: Diversion of Buses via Palmerston Circuit

This option uses Palmerston Circuit to allow buses to detour around the Goyder Square bus stop. Buses would exit the interchange directly into Palmerston Circuit and travel along its length before turning right into The Boulevard. This adds approximately 220m and 1 minute of travel time onto a bus journey, compared to travelling directly on The Boulevard, which is an improvement over Option 2.

A new bus stop would be necessary in Palmerston Circuit in the vicinity of Mansfield Street, which would most likely be provided in-lane given the limited space available for indentation. The impact of the curvature of Palmerston Circuit in this area on sight distances needs to be assessed.

The right turn movement from Palmerston Circuit into The Boulevard could prove difficult at peak times, and would need to be assessed.

Inbound buses would travel via The Boulevard only.



### 3.5. Option 4: Additional Stop on The Boulevard

The proposed indented stop in front of the library is suggested as a viable location for a second bus stop. Used in conjunction with a Goyder Square bus stop, the length of the second stop could be reduced to accommodate only two buses, a length of 30m (50m-60m including tapers if indented). The following is noted:

- If the stop is indented:
  - The bus routes that experience the highest demand (exiting Routes 70 and 71) would use the Library stop, as their dwell times will be the longest.
  - The lower demand routes (Routes 72 and 73) would use the non-indented Goyder Square stop.
- If the stop is not indented:
  - Bus departures at the interchange would need to be carefully planned so that the first of the departures travel to the Goyder Square stop and the later departures travel to the Library stop.
- Traffic including buses will still be delayed by buses stopping at the Goyder Square stop, but the utilisation of this stop would be reduced by 50%.
- Inbound buses would all travel along The Boulevard.

## 4. Additional CBD Bus Stop Requirements

### 4.1. Alternatives to The Boulevard

If either one or both of the planned stops on The Boulevard could not be constructed, alternate stops would need to be provided in the CBD.

However, there are limited opportunities to create bus stops in the CBD due to the nature of the road frontages (e.g. regular driveways or intersections not leaving adequate curb space to provide a bus stop). The planned removal of the Chung Wah Terrace bus stop adjacent to the Coles Supermarket is evidence of this.

One option would be to construct one of the stops on The Boulevard, and one on either Chung Wah Terrace or Temple Terrace, as follows:

- Inbound stop located on The Boulevard, outbound stop located on Chung Wah Terrace outside the Palmerston Tavern; or
- Outbound stop located on The Boulevard, inbound stop located on Temple Terrace outside the shopping centre. This option is less appealing because the shopping centre forms a barrier for pedestrian movement between Temple Terrace and The Boulevard.

Locating an outbound stop on Chung Wah Terrace outside the Palmerston Tavern has some appeal given that it is 400m from the interchange and would serve the western end of the CBD well. However, there are three separate entry driveways in the 60m section of Chung Wah Terrace extending south from the intersection with The Boulevard. These could potentially be combined into a single entry, creating the kerb space needed for a bus stop of the required size (3 bus lengths). The benefit of having the outbound stop on Chung Wah Terrace rather than on The Boulevard, is that the delay buses would experience turning left from The Boulevard could act to break up bunching, possibly making the stop operate better.

### 4.2. Chung Wah Terrace Median Bus Stop

The possibility of building a bus stop in the median of Chung Wah Terrace between The Boulevard and Temple Terrace has been raised. While the 12m wide median offers adequate space to do this, it is noted that telecommunications (including NBN fibre optic cabling) and electricity supply services are located within the median, significantly impacting the constructability of any infrastructure in this location.





The operation of the stop would also be complex in terms of bus egress back into the traffic lanes and may require traffic signals to allow this to occur safely. This could potentially be achieved if the intersection of Chung Wah Terrace and Temple Terrace is signalised in the future.

#### 4.3. Oasis Shopping Village

The Oasis Shopping Village is located on the southern corner of the intersection of Chung Wah Terrace and Temple Terrace. It is a generator of travel demand in its own right, and located over 400m from the proposed bus stops in The Boulevard. Consequently, there is a need for bus stops to be provided adjacent to this shopping centre.

Both Temple Terrace and Chung Wah Terrace have services routed along them that need to be accommodated, and bus stops are required on each road.

One of the primary challenges with creating bus stops at this location is the nature of the two roads, their width, traffic speeds and resultant difficulty for pedestrians to cross the road to reach bus stops located on the far side. Informal pedestrian crossing locations are provided, and the wide medians and pedestrian refuges that they provide mitigate the problem somewhat, as although pedestrians need to cross two lanes of traffic at a time, both lanes are travelling in the same direction.

Replacement of the roundabout with a signalised intersection would significantly improve pedestrian crossing opportunity and safety. An investigation into whether any form of formal pedestrian crossings such as zebra crossings or signalised crossings can be provided is recommended.

##### Temple Terrace

- An outbound (southbound) stop appears to be reasonably simple to provide. It would need to be provided far enough upstream (north) from the driveway entry into shopping centre to prevent conflict with buses departing the stop and cars attempting to turn left into the shopping centre. Indentation of this stop is possible, but may not be necessary. A bus shelter should be provided at this location.
- An opposing inbound stop would also be relatively easy to provide, though the lack of a formal pedestrian crossing to allow access to it is noted. This stop would not need to be indented and would not need a shelter as it will act almost exclusively as an alighting stop.

##### Chung Wah Terrace

- An inbound stop on Chung Wah Terrace might be achievable between the two roundabouts. It would be a better location than the existing Stop 452 to the south. Indentation of this stop is possible, but may not be necessary. It would not need a shelter as it will act almost exclusively as an alighting stop. If a stop between the two roundabouts cannot be constructed, the existing Stop 452 should be relocated further north, closer to the shopping centre.
- An outbound stop would need to be located southeast of Rolyat Street due to the pair of driveways that exist between the two roundabouts on Chung Wah Terrace. Indentation of this stop is possible, but may not be necessary. A bus shelter should be provided at this location.

The indicative locations of these proposed stops and the existing informal pedestrian crossings are presented in Figure 7.



Figure 7: Existing and Proposed New Stop Locations serving Oasis Shopping Village





## 5. Recommendations

Without undertaking detailed traffic modelling, it is difficult to determine to what degree that the bunching of outbound local buses would create traffic delays. However, the following is recommended as a strategy for bus routing in the Palmerston CBD.

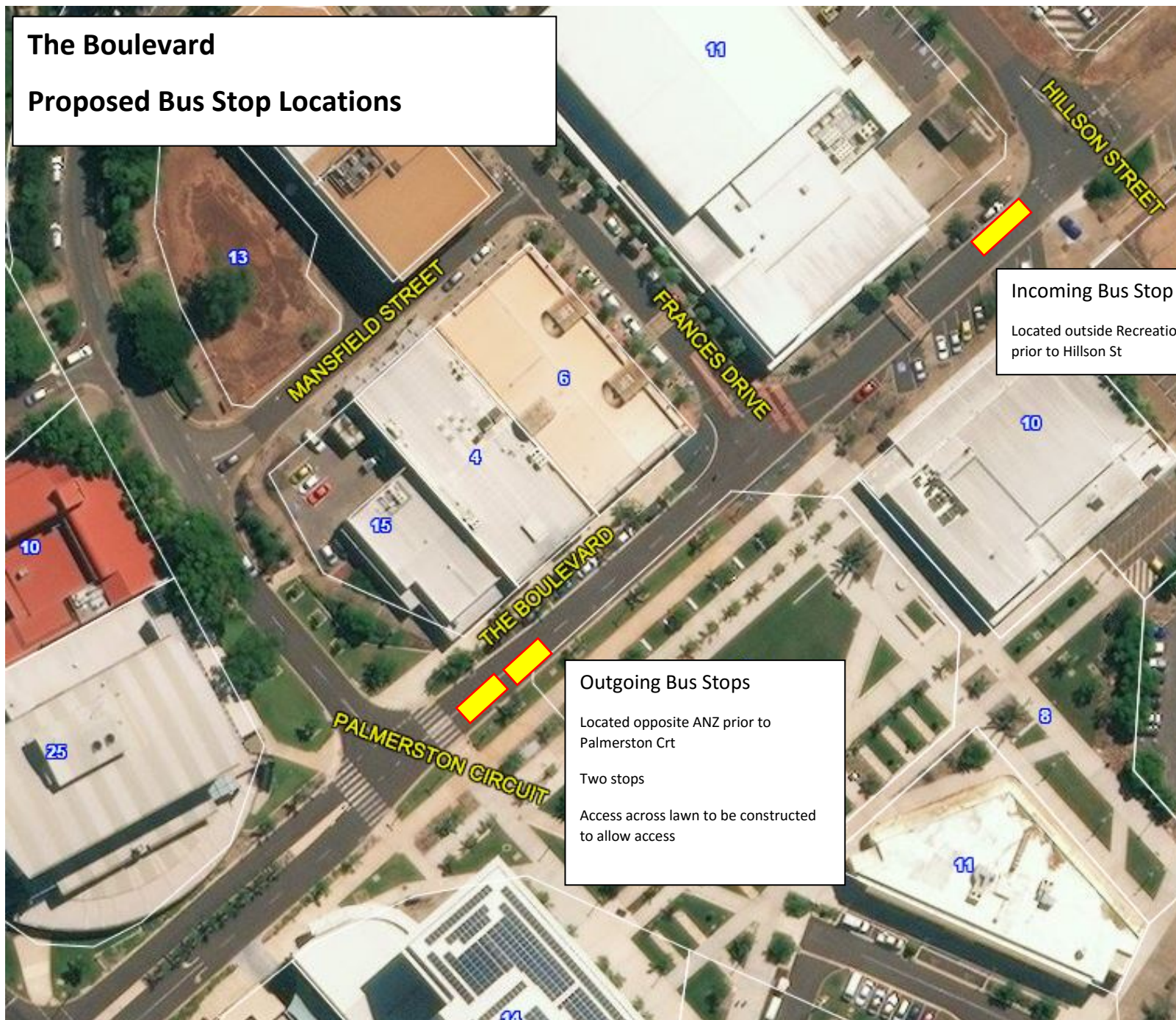
### Short Term (existing bus network)

- Construct the Goyder Square outbound bus stop in the short term, and assign existing routes 70, 71, 72 and 73 to use it. If the stop cannot be indented, provide it as a non-indented stop. It should be designed to accommodate a minimum of two buses and preferably three.
- Adjust the departure times of these routes to spread them over a longer period than the current all four in 2 minutes. A schedule of the four departures over 4 minutes would act to minimise the risk of bunching at the outbound stop.
- Construct the inbound bus stop at either the Herbarium or the Recreation Centre, noting that in the current network it is unlikely that inbound buses and outbound buses would both be stopped in The Boulevard at the same time.
- Develop new stops on Chung Wah Terrace and Temple Terrace, adjacent to The Oasis shopping centre.



## The Boulevard

### Proposed Bus Stop Locations



#### Incoming Bus Stop

Located outside Recreation Centre  
prior to Hillson St

#### Outgoing Bus Stops

Located opposite ANZ prior to  
Palmerston Crt

Two stops

Access across lawn to be constructed  
to allow access

**ITEM NUMBER:** 13.1.7 Palmerston Cricket Club Rate Concession  
**FROM:** Chief Executive Officer  
**REPORT NUMBER:** 8/1318  
**MEETING DATE:** 3 October 2017

---

**Municipal Plan:**

## 1. Community &amp; Cultural Wellbeing

## 1.4 Recreation

1.4 We are committed to providing quality recreation and sporting facilities, parks, gardens, playgrounds and open spaces for the benefit of our community

**Summary:**

An application for a rate concession for the 2017/2018 financial year regarding assessment number 105387 was received by Council. In line with policy FIN17, an application for a rate concession is required to be presented to Council for consideration.

**RECOMMENDATION**

1. THAT Council receives Report Number 8/1318.
2. THAT Council approves a rate concession for 50% of the annual rate.

**Background:**

Section 167 of the *Local Government Act* allows that:

- (1) A council may grant a rate concession if satisfied that the concession will advance one or more of the following purposes:
  - a. Securing the proper development of its area;
  - b. Preserving buildings or places of historical interest;
  - c. Protecting the environment;
  - d. Encouraging cultural activities;
  - e. Promoting community health and welfare;
  - f. Encouraging agriculture;
  - g. Providing recreation or amusement for the public.
- (2) However, the rate concession:
  - a. May only be granted if authorised under a policy formally adopted by resolution of the council; and
  - b. Is subject to limitations and conditions specified in that policy.
  - c. A council may grant a rate concession under this section on its own initiative or on application by a ratepayer.



Council has stated at 4.5.6 in its policy FIN17 – Rate Concession Policy that:  
Sport and Recreation Community Groups are considered for rates concessions in three different categories:

- a) Category 1: Organisations that undertake sporting or recreational activities and rely on player fees and community fundraising only can apply for up to 100% rates concession;
- b) Category 2: Not for profit organisations that undertake sporting or recreational activities and do not hold a liquor license can apply for up to 75% rates concession;
- c) Category 3: Not for profit organisations that undertake sporting or recreational activities that hold a liquor license can apply for up to 50% rates concession.

The Palmerston Cricket Club has received full 100% waivers for their rates for both the 16/17 and the 15/16 financial years. In the 14/15 financial year, the organisation did not apply for a concession and paid their rates in full.

**General:**

The Palmerston Cricket Club has contacted City of Palmerston and applied for a rate concession for assessment 105387 under Section 167 (1) (g) of the *Local Government Act*.

The property is currently rated as a sporting club with a Commercial land levy of \$3,202.04. Palmerston Cricket Club is a not for profit organisation providing a recreation facility to Palmerston residents.

The Constitution of Palmerston Cricket Club has been provided to Management along with signed Financial Statements and complies with the requirements of FIN17 – Rate Concession Policy.

As the club does hold a liquor license they can apply for up to a 50% rate concession.

**Financial Implications:**

\$1,601.02 of Commercial Land Levy will be waived.

**Legislation/Policy:**

Section 167 (1) (g) *Local Government Act*  
FIN17 Rate Concession Policy

**Recommending Officer:** Mark Spangler, Chief Executive Officer

Any queries on this report may be directed to Mark Spangler, Chief Executive Officer on telephone (08) 8935 9922 or email [palmerston@palmerston.nt.gov.au](mailto:palmerston@palmerston.nt.gov.au)

**Author:** Shane Nankivell, Finance Manager

**Schedule of Attachments:**

Nil



**ITEM NUMBER:** 13.1.8 Palmerston Pistol Club Rate Concession  
**FROM:** Chief Executive Officer  
**REPORT NUMBER:** 8/1319  
**MEETING DATE:** 3 October 2017

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**Municipal Plan:**

## 1. Community &amp; Cultural Wellbeing

## 1.4 Recreation

1.4 We are committed to providing quality recreation and sporting facilities, parks, gardens, playgrounds and open spaces for the benefit of our community

**Summary:**

An application for a rate concession for the 2017/2018 financial year regarding assessment number 112738 was received by Council. In line with policy FIN17, an application for a rate concession is required to be presented to Council for consideration.

**RECOMMENDATION**

1. THAT Council receives Report Number 8/1319.
2. THAT Council approves a rate concession for 50% of the annual rate.

**Background:**

Section 167 of the *Local Government Act* allows that:

- (1) A council may grant a rate concession if satisfied that the concession will advance one or more of the following purposes:
  - a. Securing the proper development of its area;
  - b. Preserving buildings or places of historical interest;
  - c. Protecting the environment;
  - d. Encouraging cultural activities;
  - e. Promoting community health and welfare;
  - f. Encouraging agriculture;
  - g. Providing recreation or amusement for the public.
- (2) However, the rate concession:
  - a. May only be granted if authorised under a policy formally adopted by resolution of the council; and
  - b. Is subject to limitations and conditions specified in that policy.
  - c. A council may grant a rate concession under this section on its own initiative or on application by a ratepayer.

Council has stated at 4.5.6 in its policy FIN17 – Rate Concession Policy that:  
Sport and Recreation Community Groups are considered for rates concessions in three different categories:

- a) Category 1: Organisations that undertake sporting or recreational activities and rely on player fees and community fundraising only can apply for up to 100% rates concession;
- b) Category 2: Not for profit organisations that undertake sporting or recreational activities and do not hold a liquor license can apply for up to 75% rates concession;
- c) Category 3: Not for profit organisations that undertake sporting or recreational activities that hold a liquor license can apply for up to 50% rates concession.

The Palmerston Pistol Club has received full 100% waivers for their rates for both the 16/17 and the 15/16 financial years. In the 14/15 financial year, the organisation did not apply for a concession and paid their rates in full.

**General:**

The Palmerston Pistol Club has contacted City of Palmerston and applied for a rate concession for assessment 112738 under Section 167 (1) (g) of the *Local Government Act*.

The property is currently rated as a sporting club with a Commercial land levy of \$12,007.64. Palmerston Pistol Club is a not for profit organisation providing a recreation facility to Palmerston residents.

The Constitution of Palmerston Pistol Club has been provided to Management along with signed Financial Statements and complies with the requirements of FIN17 – Rate Concession Policy.

As the club does hold a liquor license they can apply for up to a 50% rate concession.

**Financial Implications:**

\$6,003.82 of Commercial Land Levy will be waived.

**Legislation/Policy:**

Section 167 (1) (g) *Local Government Act*  
FIN17 Rate Concession Policy

**Recommending Officer:** Mark Spangler, Chief Executive Officer

Any queries on this report may be directed to Mark Spangler, Chief Executive Officer on telephone (08) 8935 9922 or email [palmerston@palmerston.nt.gov.au](mailto:palmerston@palmerston.nt.gov.au)

**Author:** Shane Nankivell, Finance Manager

**Schedule of Attachments:**

Nil



**ITEM NUMBER:** 13.1.9 TS2017/11 – Landscape Maintenance Area 1 – Durack and Marlow Lagoon

**FROM:** Acting Director of Technical Services

**REPORT NUMBER:** 8/1320

**MEETING DATE:** 3 October 2017

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**Municipal Plan:**

3. Environment & Infrastructure

3.2 Assets and Infrastructure

3.2 We are committed to maintaining and developing community assets and infrastructure which meet the needs of our community

**Summary:**

The Sterling NT Pty Ltd tender is assessed as offering the best value for money to undertake contract TS2017/11 – Landscape Maintenance Area 1 – Durack and Marlow Lagoon.

**RECOMMENDATION**

1. THAT Council receives Report Number 8/1320.
2. THAT Council award contract TS2017/11 – Landscape Maintenance Area 1 – Durack and Marlow Lagoon to Sterling NT Pty Ltd for the amount of \$241,289.74 (GST exclusive).
3. THAT the Mayor and Chief Executive Officer are granted consent to sign and seal all required contract documentation for the contract TS2017/11 – Landscape Maintenance Area 1- Durack and Marlow Lagoon.

**Background:**

Tenders were sought for contract TS2017/11 – Landscape Maintenance Area 1 – Durack and Marlow Lagoon through an advertisement placed on Tenders.Net, in the NT News on Thursday 10 August 2017 and Saturday 12 August 2017 as well as on the Council website from Thursday 10 August 2017.

Six (6) contractors downloaded the tender from Tenders.Net. Two (2) contractors submitted tenders with supporting documents. All tenders were opened by the Council tender opening panel immediately after the closing time at 2.00pm on Thursday 31 August 2017.



All tenders were assessed against the following criteria. The criteria had the indicated weightings.

Insert Tender Name: TS2017/11 – Landscape Maintenance Area 1 – Durack and Marlow Lagoon		
Tenderer		
Ref	Non-price Criteria	Weighting
1	Local industry	20%
2	Past performance experience	10%
3	Resources	5%
4	Methodology knowledge and skills	5%
Sub total		40%
Tendered Price		60%

**General:**

The received tenders with prices (GST exclusive) are as follows:

<i>Tenderers Name</i>	<i>Tendered Amount</i>
JLM Civil Works Pty Ltd	\$403,235.00
Sterling NT Pty Ltd	\$241,297.04

All Contractors assessed by the Tender Evaluation Panel were identified as being capable of performing the works to the standard described in the tender documents.

In addition to price, the tender evaluation panel has taken into account past performance of similar works, resources to perform the contract, methodology and understanding to perform the contract, and the tenderers' current commitments. Assessment was performed based on the documents supplied.

The bill of quantities were checked and some minor mathematical errors were noted. These do not affect the outcome of the evaluation nor do they impact on budget.

After evaluating all tenders against both the price and non-price criteria, the tender submitted by Sterling NT Pty Ltd, was considered to offer best value for money.

**Financial Implications:**

Funds have been allocated in the 2017/2018 budget.

**Legislation/Policy:**

City of Palmerston Procurement Policy.

**Recommending Officer:** Malcolm Jones, Acting Director of Technical Services

Any queries on this report may be directed to Malcolm Jones, Acting Director of Technical Services on telephone (08) 8935 9958 or email [malcolm.jones@palmerston.nt.gov.au](mailto:malcolm.jones@palmerston.nt.gov.au).

**Author:** Rishenda Moss, Environment and Emergency Management Officer.

**Schedule of Attachments:**

Nil.



**ITEM NUMBER:** 13.1.10 TS2017/12 – Landscape Maintenance Area 2 – Bakewell, Farrar, Gunn and Yarrawonga

**FROM:** Acting Director of Technical Services

**REPORT NUMBER:** 8/1321

**MEETING DATE:** 3 October 2017

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**Municipal Plan:**

3. Environment & Infrastructure

3.2 Assets and Infrastructure

3.2 We are committed to maintaining and developing community assets and infrastructure which meet the needs of our community

**Summary:**

The Sterling NT Pty Ltd tender is assessed as offering the best value for money to undertake contract TS2017/12 – Landscape Maintenance Area 2 – Bakewell, Farrar, Gunn and Yarrawonga.

**RECOMMENDATION**

1. THAT Council receives Report Number 8/1321.
2. THAT Council award contract TS2017/12 – Landscape Maintenance Area 2 – Bakewell, Farrar, Gunn and Yarrawonga to Sterling NT Pty Ltd for the amount of \$250,308.08 (GST exclusive).
3. THAT the Mayor and Chief Executive Officer are granted consent to sign and seal all required contract documentation for the contract TS2017/12 – Landscape Maintenance Area 2 – Bakewell, Farrar, Gunn and Yarrawonga.

**Background:**

Tenders were sought for contract TS2017/12 – Landscape Maintenance Area 2 – Bakewell, Farrar, Gunn and Yarrawonga through an advertisement placed on Tenders.Net, in the NT News on Thursday 10 August 2017 and Saturday 12 August 2017 as well as on the Council website from Thursday 10 August 2017.

Six (6) contractors downloaded the tender from Tenders.Net. Two (2) contractors submitted tenders with supporting documents. All tenders were opened by the Council tender opening panel immediately after the closing time at 2.00pm on Thursday 31 August 2017.

All tenders were assessed against the following criteria. The criteria had the indicated weightings.

Insert Tender Name: TS2017/12 – Landscape Maintenance Area 2 – Bakewell, Farrar, Gunn and Yarrawong		
Tenderer		
Ref	Non-price Criteria	Weighting
1	Local industry	20%
2	Past performance experience	10%
3	Resources	5%
4	Methodology knowledge and skills	5%
Sub total		40%
Tendered Price		60%

#### General:

The received tenders with prices (GST exclusive) are as follows:

Tenderers Name	Tendered Amount
JLM Civil Works Pty Ltd	\$342,900.20
Sterling NT Pty Ltd	\$250,669.88

All Contractors assessed by the Tender Evaluation Panel were identified as being capable of performing the works to the standard described in the tender documents.

In addition to price, the tender evaluation panel has taken into account past performance of similar works, resources to perform the contract, methodology and understanding to perform the contract, and the tenderers' current commitments. Assessment was performed based on the documents supplied.

The bill of quantities were checked and some minor mathematical errors were noted. These do not affect the outcome of the evaluation nor do they impact on budget.

After evaluating all tenders against both the price and non-price criteria, the tender submitted by Sterling NT Pty Ltd, was considered to offer best value for money.

#### Financial Implications:

Funds have been allocated in the 2017/2018 budget.

#### Legislation/Policy:

City of Palmerston Procurement Policy.



**Recommending Officer:** Malcolm Jones, Acting Director of Technical Services

Any queries on this report may be directed to Malcolm Jones, Acting Director of Technical Services on telephone (08) 8935 9958 or email [malcolm.jones@palmerston.nt.gov.au](mailto:malcolm.jones@palmerston.nt.gov.au).

**Author:** Rishenda Moss, Environment and Emergency Management Officer.

**Schedule of Attachments:**

Nil.



**ITEM NUMBER:** 13.1.11 TS2017/13 – Landscape Maintenance Area 3 – Driver, Gray, Moulden and Woodroffe

**FROM:** Acting Director of Technical Services

**REPORT NUMBER:** 8/1322

**MEETING DATE:** 3 October 2017

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**Municipal Plan:**

3. Environment & Infrastructure

3.2 Assets and Infrastructure

3.2 We are committed to maintaining and developing community assets and infrastructure which meet the needs of our community

**Summary:**

The Sterling NT Pty Ltd tender is assessed as offering the best value for money to undertake contract TS2017/13 – Landscape Maintenance Area 3 – Driver, Gray, Moulden and Woodroffe.

**RECOMMENDATION**

1. THAT Council receives Report Number 8/1322.
2. THAT Council award contract TS2017/13 – Landscape Maintenance Area 3 – Driver, Gray, Moulden and Woodroffe to Sterling NT Pty Ltd for the amount of \$189,051.96 (GST exclusive).
3. THAT the Mayor and Chief Executive Officer are granted consent to sign and seal all required contract documentation for the contract TS2017/13 – Landscape Maintenance Area 3 – Driver, Gray, Moulden and Woodroffe.

**Background:**

Tenders were sought for contract TS2017/13 – Landscape Maintenance Area 3 – Driver, Gray, Moulden and Woodroffe through an advertisement placed on Tenders.Net, placed in the NT News on Thursday 10 August 2017 and Saturday 12 August 2017 as well as on the Council website from Thursday 10 August 2017.

Six (6) contractors downloaded the tender from Tenders.Net. Three (3) contractors submitted tenders with supporting documents. All tenders were opened by the Council tender opening panel immediately after the closing time at 2.00pm on Thursday 31 August 2017.

All tenders were assessed against the following criteria. The criteria had the indicated weightings.

Insert Tender Name: TS2017/13 – Landscape Maintenance Area 3 – Driver, Gray, Moulden and Woodroffe		
Tenderer		
Ref	Non-price Criteria	Weighting
1	Local industry	20%
2	Past performance experience	10%
3	Resources	5%
4	Methodology knowledge and skills	5%
<b>Sub total</b>		<b>40%</b>
<b>Tendered Price</b>		<b>60%</b>

#### General:

The received tenders with prices (GST exclusive) are as follows:

<i>Tenderers Name</i>	<i>Tendered Amount</i>
JLM Civil Works Pty Ltd	\$231,712.00
Sterling NT Pty Ltd	\$189,052.48
Programmed Property Services	\$388,984.88

All Contractors assessed by the Tender Evaluation Panel were identified as being capable of performing the works to the standard described in the tender documents.

In addition to price, the tender evaluation panel has taken into account past performance of similar works, resources to perform the contract, methodology and understanding to perform the contract, and the tenderers' current commitments. Assessment was performed based on the documents supplied.

The bill of quantities were checked and some minor mathematical errors were noted. These do not affect the outcome of the evaluation nor do they impact on budget.

After evaluating all tenders against both the price and non-price criteria, the tender submitted by Sterling NT Pty Ltd, was considered to offer best value for money.

#### Financial Implications:

Funds have been allocated in the 2017/2018 budget.

#### Legislation/Policy:

City of Palmerston Procurement Policy.

**Recommending Officer:** Malcolm Jones, Acting Director of Technical Services

Any queries on this report may be directed to Malcolm Jones, Acting Director of Technical Services on telephone (08) 8935 9958 or email [malcolm.jones@palmerston.nt.gov.au](mailto:malcolm.jones@palmerston.nt.gov.au).

**Author:** Rishenda Moss, Environment and Emergency Management Officer.

**Schedule of Attachments:**

Nil.





**ITEM NUMBER:** 13.1.12 TS2017/14 – Landscape Maintenance Area 4 – Rosebery, Bellamack, Johnston and Zuccoli

**FROM:** Acting Director of Technical Services

**REPORT NUMBER:** 8/1323

**MEETING DATE:** 3 October 2017

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**Municipal Plan:**

3. Environment & Infrastructure

3.2 Assets and Infrastructure

3.2 We are committed to maintaining and developing community assets and infrastructure which meet the needs of our community

**Summary:**

The Sterling NT Pty Ltd tender is assessed as offering the best value for money to undertake contract TS2017/14 – Landscape Maintenance Area 4 – Rosebery, Bellamack, Johnston and Zuccoli.

**RECOMMENDATION**

1. THAT Council receives Report Number 8/1323.
2. THAT Council award contract TS2017/14 – Landscape Maintenance Area 4 – Rosebery, Bellamack, Johnston and Zuccoli to Sterling NT Pty Ltd for the amount of \$191,457.62 (GST exclusive).
3. THAT the Mayor and Chief Executive Officer are granted consent to sign and seal all required contract documentation for the contract TS2017/14 – Landscape Maintenance Area 4 – Rosebery, Bellamack, Johnston and Zuccoli.

**Background:**

Tenders were sought for contract TS2017/14 – Landscape Maintenance Area 4 – Rosebery, Bellamack, Johnston and Zuccoli through an advertisement placed on Tenders.Net, in the NT News on Thursday 10 August 2017 and Saturday 12 August 2017 as well as on the Council website from Thursday 10 August 2017.

Six (6) contractors downloaded the tender from Tenders.Net. Three (3) contractors submitted tenders with supporting documents. All tenders were opened by the Council tender opening panel immediately after the closing time at 2.00pm on Thursday 31 August 2017.

All tenders were assessed against the following criteria. The criteria had the indicated weightings.

Insert Tender Name: TS2017/14 – Landscape Maintenance Area 4 – Rosebery, Bellamack, Johnston and Zuccoli		
Tenderer		
Ref	Non-price Criteria	Weighting
1	Local industry	20%
2	Past performance experience	10%
3	Resources	5%
4	Methodology knowledge and skills	5%
Sub total		40%
Tendered Price		60%

**General:**

The received tenders with prices (GST exclusive) are as follows:

<i>Tenderers Name</i>	<i>Tendered Amount</i>
JLM Civil Works Pty Ltd	\$501,679.40
Sterling NT Pty Ltd	\$191,465.95
Programmed Property Services	\$494,048.00

All Contractors assessed by the Tender Evaluation Panel were identified as being capable of performing the works to the standard described in the tender documents.

In addition to price, the tender evaluation panel has taken into account past performance of similar works, resources to perform the contract, methodology and understanding to perform the contract, and the tenderers' current commitments. Assessment was performed based on the documents supplied.

The bill of quantities were checked and some minor mathematical errors were noted. These do not affect the outcome of the evaluation nor do they impact on budget.

After evaluating all tenders against both the price and non-price criteria, the tender submitted by Sterling NT Pty Ltd, was considered to offer best value for money.

**Financial Implications:**

Funds have been allocated in the 2017/2018 budget.

**Legislation/Policy:**

City of Palmerston Procurement Policy.

**Recommending Officer:** Malcolm Jones, Acting Director of Technical Services

Any queries on this report may be directed to Malcolm Jones, Acting Director of Technical Services on telephone (08) 8935 9958 or email [malcolm.jones@palmerston.nt.gov.au](mailto:malcolm.jones@palmerston.nt.gov.au).

**Author:** Rishenda Moss, Environment and Emergency Management Officer

**Schedule of Attachments:**

Nil.



**ITEM NUMBER:** 13.1.13 TS2017/07 – Electrical Maintenance Contract  
**FROM:** Acting Director of Technical Services  
**REPORT NUMBER:** 8/1324  
**MEETING DATE:** 3 October 2017

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**Municipal Plan:**

3. Environment & Infrastructure

3.2 Assets and Infrastructure

3.2 We are committed to maintaining and developing community assets and infrastructure which meet the needs of our community

**Summary:**

The Nightcliff Electrical Pty Ltd tender is assessed as offering the best value for money to undertake contract TS2017/07 – Electrical Maintenance Contract.

**RECOMMENDATION**

1. THAT Council receives Report Number 8/1324.
2. THAT Council award contract TS2017/07 – Electrical Maintenance Contract – Separable Portions A, B & C to Nightcliff Electrical Pty Ltd for the amount of \$1,034,260.86 (GST exclusive).
3. THAT the Mayor and Chief Executive Officer are granted consent to sign and seal all required contract documentation for the contract TS2017/07 – Electrical Maintenance Contract.

**Background:**

Tenders were sought for contract TS2017/07 – Electrical Maintenance Contract through an advertisement placed on Tenders.Net, in the NT News on Thursday 17 August and Saturday 19 August 2017 as well as on the Council website from Thursday 17 August 2017.

Twenty-nine (29) contractors downloaded the tender from Tenders.Net. Fifteen (15) contractors submitted tenders with supporting documents. All tenders were opened by the Council tender opening panel immediately after the closing time at 2.00pm on Thursday 07 September 2017.



All tenders were assessed against the following criteria. The criteria had the indicated weightings.

Insert Tender Name: TS2017/07 –Electrical Maintenance Contract		
Tenderer		
Ref	Non-price Criteria	Weighting
1	Local industry	20%
2	Past performance experience	5%
3	Resources	10%
4	Methodology knowledge and skills	5%
<b>Sub total</b>		<b>40%</b>
<b>Tendered Price</b>		<b>60%</b>

**General:**

The tender called for electrical works to be carried out in three separable portions. Tenderers were given the opportunity to submit tenders on:

- Separable Portion A only – Buildings and Facilities.
- Separable Portion B only – Public Space Lighting.
- Separable Portion C only – Street Lighting.
- A combination of either A, B or C or all three.

The received tenders with prices (GST exclusive) are as follows:

<i>Tenderers Name</i>	<i>Separable Portion Tendered On</i>	<i>Tendered Amount</i>
Northern Power Services	A, B & C	\$1,292,586.86
ESPEC	A, B & C	\$1,073,655.90
UAM Pty Ltd	A, B & C	\$1,754,251.42
DEC Installation NT	A, B & C	\$1,584,150.00
Lightning Electrical Services NT	A, B & C	\$1,050,262.12
Nightcliff Electrical	A, B & C	\$1,156,562.00
SA Power Networks	A, B & C	\$1,174,941.78
Akron Group NT	A, B & C	\$1,369,370.00
G&T Electrical	A, B & C	\$1,138,229.00
PH Electrical	A, B & C	\$1,145,817.70
Aussie Mandias Pty Ltd	A, B & C	\$1,087,970.00
NT Electrical Group	A, B & C	\$1,400,910.00
Eggins Electrical	A & B	\$456,010.00
Cullen Bay Electrical	A	\$85,960.00
PF SM Shelley Pty Ltd	A	\$48,570.00

All Contractors assessed by the Tender Evaluation Committee were identified as being capable of performing the works to the standard described in the tender documents.

In addition to price, the tender evaluation panel has taken into account past performance of similar works, resources to perform the contract, methodology and understanding to perform the contract, and the tenderers' current commitments. Assessment was performed based on the documents supplied.

Each tender was assessed in their ability to carry out each separable portion. The process was as follows:

- All 15 tenders were assessed on being able to perform the works as described in Separable Portion A.
- All tenders were assessed on being able to perform the works as described in Separable Portion A and B but excluded the 2 tenderers that only submitted a tender for Separable Portion A.
- All 12 remaining tenderers were assessed on being able to perform the works as described in Separable Portion A, B and C but excluded those 2 tenderers that only submitted a tender for Separable Portion A and 1 tenderer that only submitted a tender for Separable Portion A and B.

The bill of quantities calculations submitted by tenderers were checked. In each of the separable portions there was a provisional item for percentage "on costs" for non-scheduled items. Some tenderers calculated their amount by adding the percentage on top of the estimated quantity and others calculated it to be a percentage of the estimated quantity. The Tender Evaluation Panel assessed all tenders on the amount being calculated as a percentage of the estimated quantity which was the intention of these items.

After evaluating all tenders against both the price and non-price criteria, the tender submitted by Nightcliff Electrical Pty Ltd, was considered to offer best value for money on each of the separable portions.

The Tender Evaluation Panel recommended that the contract be awarded to one contractor to carry out all three Separable Portions of the works.

#### **Financial Implications:**

Funds have been allocated in the 2017/2018 budget.

#### **Legislation/Policy:**

City of Palmerston Procurement Policy.

**Recommending Officer:** Malcolm Jones, Acting Director of Technical Services

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**Author:** Rishenda Moss, Environment and Emergency Management Officer.

#### **Schedule of Attachments:**

Nil.

